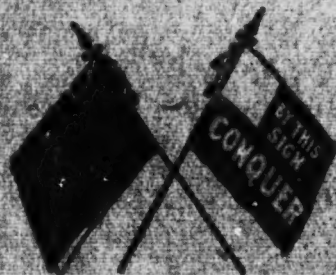


ORGANIZED SUNDAY SCHOOL WORK

MANUAL FOR PROVINCIAL, COUNTY and DISTRICT OFFICERS



New Brunswick and P. E. Island
Sunday School Association.

REV. W. A. ROSS, M. A., General Secretary,
188 Church St., MONCTON, N. B.

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YOUNG MEN'S CHRISTIAN ASSOCIATION
OF NEW BRUNSWICK
AND P. E. ISLAND

ORGANIZED SUNDAY SCHOOL WORK

MANUAL FOR PROVINCIAL, COUNTY and DISTRICT OFFICERS



GENERAL SECRETARY

New Brunswick and P. E. Island
Sunday School Association.

REV. W. A. ROSS, M. A., General Secretary,
188 Church St., - - - MONCTON, N. B.

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A Personal Word

Requests are continually coming from Sunday School Association Officers in counties and districts asking for information of a definite nature, as to their duties, and for suggestions as to the best methods of promoting their various lines of Association activity. The following pages are put forth in the earnest endeavor to meet these enquiries. All that can be done is to offer general suggestions which workers have found helpful in other places. Nothing can be laid down as hard and fast because Association work is not a dead static affair but an evolving, growing science. Much must of necessity be left to the spontaneous initiative of officers and workers. Prince Edward Island workers will find little difficulty in adapting suggestions for District and County workers to their own needs, though they have no County Organization.

The greater part of this booklet is a reprint, with modifications to suit our needs, of a similar one compiled by the General Secretaries of Minnesota, Iowa, Wisconsin and North Dakota S. S. Associations—Messrs. Locker, Stem, Rogers and Garrison. Acknowledgement is also made of valuable suggestions received from the leaflets of the Ontario S. S. Association, and other kindred literature.

REV. W. A. ROSS,
Moncton, N. B.,
General Secretary.
January, 1918.

Chapter I.

The Organized Sunday School Work

I.—HISTORICAL NOTES.

The International Sunday School Association covers the United States, Canada, Mexico, Central America and the West Indies, and is the result of a series of conventions held by Sunday School workers, of all denominations, but without official denominational appointment, and running back to the National Convention held in New York City in 1832. Of late it has met in convention every three years, but will in future meet every fourth year. It accomplishes its work by a system of Auxiliary Associations, in States, Provinces, Counties, Districts and Cities. These Associations are voluntary and self-governing. There are at present 63 State and Provincial Associations, 2,600 County and some 10,000 District Associations.

The World's Sunday School Association. Protestant Christian workers in other countries are similarly organized, and these S. S. workers the world over are united in a great co-operative organization known as the World's Sunday School Association. This is really the Missionary end of the Association work. This World's Association was formed in London in 1889 and in future will hold quadrennial conventions.

II.—ORGANIZED SUNDAY SCHOOL WORK DEFINED.

1. The Organized Sunday School Movement is a system of Sunday School Associations, including the World's, International, State or Provincial, County, City, Township or District, linked together for the purpose of studying

Sunday School problems and of gathering the Sunday School wisdom of the world, and, by means of conferences, institutes and conventions, lay it at the door of each school wherever located or of whatever name.

2. **The International Sunday School Association** is an interdenominational co-operative organization for the purpose of extending and deepening Sunday School interests and activities by organizing the field as a whole, and its various integral parts as auxiliaries, without assuming authority or interfering with the work or rights of the denominations.

3. **Provincial, County and District Sunday School Associations** are organizations of Sunday Schools banded together for the purpose of extending and deepening Sunday School interest and activity, for the development of interdenominational fellowship, denominational loyalty, the exchange of ideas and the enlisting of co-operation in efforts of common interest, inspiring workers to do the best work in their own church, without assuming any authority over them, or in any way interfering with the prerogatives of the denomination of which they are a part.

III.—PLAN OF ORGANIZATION.

Authority in Sunday School Convention. The Sunday School Association Convention is the sole source of authority in association life and procedure. These conventions are delegated bodies, any local Sunday School having the right to send its own local workers to the District, County and Provincial Conventions. The State and Provincial Associations have the right to send delegates to the International Convention, in proportion to the Sunday School enrollment of their respective fields.

International Executive Committee and Board of Trustees. The authority is vested in the International Executive Committee, which is elected by the International Convention from

nominations made by the State and Provincial Associations. Between sessions of the International Executive Committee, the direction of the International Association is in the hands of a Board of Trustees, elected by the International Executive Committee from its own number.

IV.—OBJECTIVE AND PURPOSE.

A Sunday School Workers' Organization. The International Sunday School Association and its auxiliaries constitute a Sunday School Workers' Organization, irrespective of denominational alignments. Its constituency is from every denomination of Evangelical Christianity but solely on a voluntary basis. The following paragraph adopted by the International Convention in 1911 defines the relations of the International Association to the evangelical denominations:

"The International Association, in short, disclaims the role of either master or servant to the denominations, or as having in itself any authority whatever over the denominations. Whenever the door of Sunday School service is open to the International Association or its auxiliaries, these Associations will gladly enter and serve as the denominations severally or collectively may desire, and in turn will gratefully receive from the denominations like service and support, but it will thus co-operate and serve the denominations only as ally and friend, not as master or mere servant. The best service the International Association can render to the denominations is when it helps the denomination to do its own work effectively through its own (International) agencies, and as such steadfast and serviceable ally the International Association may confidently claim and receive the cordial support of the denominations."

Sunday School Association Aims. The main field of service for the International Sunday

School Association is along community, inter-Sunday School lines. Briefly its aims may be stated as follows:

1. To promote the educational and evangelistic interests of Sunday School work everywhere within its field.

2. To co-operate with all agencies and forces that have for their aim the development of the Sunday School life of the North American Continent.

3. To be a common, rallying organization for the Sunday School workers of all evangelical denominations and thus foster the unified spirit of the Kingdom of Christ.

4. To especially direct and stimulate community or inter-Sunday School work for the help and encouragement of local Sunday School workers along educational lines in both principle and method.

V.—CONTRIBUTION TO CONTEMPORARY RELIGIOUS LIFE AND GROWTH.

Sunday School Lesson System. The Sunday School Lesson and Bible Study systems which have multiplied so amazingly through North America during the last twenty-five years are another outcome of Sunday School Association life. The first system of lessons ever issued was published by the Chicago Sunday School Union (Now the Cook County Sunday School Association) in 1866. The adoption of the International Uniform Series in 1872, and of the International Graded Series in 1908 proved to be the source of inspiration for a flood of lesson systems.

Teacher Training Movement. The Teacher Training Movement that has swept across the land began in the Illinois Sunday School Association in 1889, was made part of the international Sunday School Association program in 1903 and since then has been largely supervised by the denominations.

Organized Class Movements. The Organized Sunday School Class Movements are the fruit of Sunday School Association endeavor. In 1907 the Adult Bible Class Department of the International Association was begun and in 1911 the Secondary Organized Class Movement was started. The Sunday School Associations are still the great promoters of these Organized Class Movements.

Local Sunday School Departments. The Sunday School Departments—Cradle Roll, Beginners, Primary, Junior, Intermediate, Senior, Adult, Home and Parent—all owe their existence to the initiative and promotive energy of the Sunday School Association.

Temperance, Missionary, and Purity Education. Temperance, education and sentiment, with the resulting wave of prohibition are in great measure due to the International Uniform Quarterly Temperance Lessons, provided for in 1890 by the International Lesson Committee. An impetus was likewise given to Purity and Sex Instruction through the action of the International Association in 1911, and Missionary Education in the Sunday School received life and impetus through the organization of an International Missionary Department in 1910.

Fruits of Sunday School Evangelism. Evangelism has always been the key-note of the Sunday School Association and Decision Day, Declaration Day and the Forward Step Movement in the local Sunday School, as well as the concerted, extended evangelistic effort of the Easter month or other special times are all products of Association thinking.

Special Sunday School Days. Sunday school Special Days almost without number, are due to Sunday School Association initiative. The need was recognized quickly and provision made for it through Association machinery. The host of special day programs in Sunday

School publishing houses are mute witnesses to this fact.

VI.—THE SUNDAY SCHOOL ASSOCIATION DISTINCTIVE PROGRAM.

Promotion of Denominational Standards. The International Sunday School Association in its work recognizes the four divisions of the local school: Elementary, Secondary, Adult, and Administration, and one part of its program is to promote the denominational standards for these divisions. It recognizes the claim of the denomination in the erection of denominational school standards and regards as one of its functions the promotion of the same.

Union and Non-denominational Schools. For the Union or Non-denominational Sunday School and for the denominational school without standards it accepts the responsibility for the securing of standard efficiency for the same, and endeavors to erect and promote standards for these unprovided-for local Sunday Schools. The Sunday School Association is the main organization to give such schools help and supervision.

The Community Program of the Sunday School Association may be stated, therefore, somewhat as follows:

1. **The Sunday School Convention.** This is a body, open to all evangelical Sunday School workers, on the conditions expressed in the constitution of the Association.

2. **The Sunday School Institute.** This gathering differs from a convention in that it has no business sessions and is generally of longer duration and more pedagogical in character than the more popular and inspirational convention.

3. **The Community School of Religious Education.** These schools hold weekly sessions for a period of from 24 to 30 weeks each year.

Usually there are two periods to the weekly session; one of general educational interest and the other for religious specialization. In the latter, the departmental workers of the local schools meet separately for their particular specialized study. These schools must furnish the bulk of specialization—training for the local Sunday School worker.

4. The International Training School for Secretaries and Field Workers. This is a ten-day, annual school. It consists of six sections and offers seventy-two courses of Sunday School study. Its annual faculty numbers thirty-one instructors. The Training School Diploma is given for the completion of the four years' course of twenty-four units.

5. The International Older Boys' and Older Girls' Camp-Conferences. These conferences cover twenty-eight continuous days of study each summer. They are designed to train the older boys and girls between sixteen and twenty-two years, from whom the Sunday School leadership of America must come. These conferences offer a three years' course of study of eighteen units and the completion of the course entitles the graduate to six units of credit on the Training School Diploma. The instructors and leaders of those conferences number forty-eight.

6. The Graded Union. This organization is a branch of the Sunday School Association and usually is maintained by it for the efficiency of Cradle Roll, Beginners, Primary and Junior Department officers and teachers. It meets weekly throughout the year.

7. The Organized Adult Bible Class Federations. These federations are for both men and women. They hold Adult Class Conventions and in addition to inspiring and instructing Adult Bible Class workers, issue programs of Evangelistic, Civic and Social Service for Community life.

8. The Sunday School Older Boys' and Older Girls' Conferences. In these conferences delegated boys or girls from local Sunday Schools meet to consider the Sunday School problems from their own view-point. Plans for the promotion of the Teen-age Organized Sunday School Class life and service are also part of the program of these conferences.

9. The Older Boys' and Older Girls' Inter-Sunday School Councils. These Councils are the Permanent boy and girl organization of the Sunday School Association for the stimulation of Sunday School teen-age life. They propose and issue community programs for boy and girl life and service.

10. The International Lesson Committee. The International Sunday School Lesson Committee consists at present of thirty-nine men; eight represent the International Sunday School Association, eight represent the Sunday School Council of Evangelical Denominations, and twenty-three represent various denominational bodies in Canada, the Northern and the Southern sections of the United States. This method of representation was instituted July 1, 1914. This large committee is organized by the election annually during Easter week of a Chairman, Vice-Chairman, Secretary, Treasurer and Business Committee. It has two meetings a year, the annual meeting on the first Tuesday following Easter, and a semi-annual meeting usually in December of each year.

The distinctive work of the Lesson Committee is the selection of lessons for all grades and departments of the Sunday School from the Beginners to the Adults. The specific lessons already issued are: (1) The Uniform Lessons, or one lesson for the entire school up through 1917, and beginning with 1918, the Improved Uniform, wherein one main lesson is chosen, and if not adaptable to every department of the school a special section of

the entire assignment is selected for a particular department, and its own appropriate topic named. (2) The Graded Lessons are already issued for each year from the fourth to the twentieth. Adult courses are being planned. The Lesson Committee publishes no lesson helps.

The initial selection of lessons is made by sub-committees of from four to seven persons. The following are the subcommittees actively at work: (1) Improved Uniform Lessons, (2) Graded Lessons, (3) Adult Lessons, (4) Home Daily Bible Readings, (5) Lessons for Missionary Lands, (6) Departmental Courses. These subcommittees generally meet in the interim between the meetings of the General Committee and present their work in a reasonably complete form.

The entire Lesson Committee, including officials, do all their work without compensation. The traveling and other necessary expenses are paid.—“Half a Century of Growth and Service,” published by the International Sunday School Association.

Chapter II.

The New Brunswick and P. E. Island Sunday School Association.

I. The New Brunswick and Prince Edward Island Sunday School Association is a part of this great International organization with about 900 schools, 6,000 teachers and officers and 60,000 enrollment.

The New Brunswick Association was organized in Centenary Methodist Church, St. John, in October, 1884. The P. E. Island Association was formed in Summerside in 1894. The two Associations were united October 20th, 1905, at the Convention held in Central Methodist Church, Moncton.

II.—IT IS THE GREATEST MISSIONARY, EVANGELISTIC AND CO-OPERATIVE RELIGIOUS AGENCY IN THESE PROVINCES, BECAUSE—

1. It is an Interdenominational organization of Sunday School Workers, banded together for the extension and improvement of Sunday School work, the development of denominational loyalty, and interdenominational fellowship.

2. It exists to carry to each denomination the best suggestions the world affords in the line of Sunday School equipment and method. "It runs a live wire of Sunday School energy into every school which makes and keeps connection."

3. It is the only organization which brings together for consultation and mutual helpfulness the working forces of all evangelical

churches, without assuming any authority over them or interfering with denominational plans.

4. It brings, through co-operative effort, in conventions, rallies, Boys' work conferences, summer schools, etc., the best methods and plans for reaching and teaching the boys and girls, men and women, saving them for righteousness, training them up for efficient service and good citizenship.

It is a Clearing House and School of Methods for aiding each and every Sunday School worker in these provinces.

III—WHAT IT IS DOING.

1. Holds an Annual Provincial Convention in each province, led by Specialists of continent-wide reputation.

2. Holds fifteen Annual County Conventions, and some two hundred District Conventions and Rallies each year, under the supervision of the General Secretary and other local workers, and trains its workers in efficiency conferences.

3. Organizes Summer Schools and City Training Schools and Sunday School Institutes for advanced training in Sunday School methods.

4. Holds, in conjunction with other co-operating bodies, Boys' and Girls' Work Conferences to help solve the problems of the 'teen years.

5. Promotes teacher training classes, organizes classes in adult and secondary division, conducts social surveys and visitations of communities, and other specialized activities.

6. Distributes thousands of leaflets giving suggestions on all phases of Sunday School work, and answers enquiries from hundreds of workers from every corner of these provinces.

IV.—WHAT DOES IT COST?

About three thousand dollars annually are required to carry on this work. A great deal

more could be used to advantage in aggressive lines of work if funds were forthcoming. A General Secretary gives his full time to field and office work, and a pledge is paid annually to the International Association. Literature is printed and supplied to workers. These are the chief items of expense.

V.—HOW IS IT SUPPORTED?

1. By voluntary offerings from schools, secured through County and District Associations to which apportionments are made.

2. By contributions from individuals. We believe there is no line of Christian work where money invested will bring greater dividends than that given to the Sunday School Association.

VI.—THE ASSOCIATION PLAN.

1. **Provincial Convention.** The Annual Provincial Convention is the source of authority and is made of the following delegates:

(1). Members of Provincial Executive Committee

(2). County (District in P. E. I.) representatives, five from each.

(3). All S. S. Superintendents and Pastors.

(4). Two additional delegates from each Sunday School.

2. **Executive Committee.** Between conventions the work is carried on by an Executive Committee. All matters of policy and all moneys expended are under their direction. This Committee meets quarterly when reports of promotion work are presented and general business transacted. A Central Executive of the New Brunswick Association meets monthly in St. John. There are also Standing Committees on Finance, Field Work, etc.

3. **Departments of Service.** In order to secure greater efficiency, the service attempted by the Association is divided into Departments. As the need arose for special forms of service Departments were created by succeeding con-

ventions until we recognized eight such, as follows: Elementary Division, Secondary Division, Adult Division, Home Department, Teacher Training Department, Temperance Department, Missions Department and the I. B. R. A. Department. Each Department was placed in charge of a Superintendent.

At the Woodstock Convention in 1917 a new Department of Sunday School Administration was created, and the whole Department plan re-arranged as follows:

- (1). The Department of the Elementary Division (ages, Birth to eleven years).
- (2). The Department of the Secondary Division (ages, 12 to 24 years).
- (3). The Department of the Adult Division (ages, over 24 years, together with the Home Department, and the I. B. R. A.)
- (4). The Department of School Administration Division.
- (5). The Department of Education (including Teacher Training, Parent Training, Temperance and Missionary Instruction).

Each of these five Departments is put in charge of a Superintendent and Committee.

4. General Secretary. A General Secretary, working under the Executive Committee, directs the policies of the Association, assists the Department Workers, conducting tours of County and District Conventions, meets County Executive Committee meetings, conducts Efficiency Conferences to train Association Officers, Superintends a headquarters office, takes oversight of the correspondence of the Association, and general oversight of the work in all its phases.

5. Territorial Divisions. For intensive work the Provinces are divided in County and District Associations (In P. E. I. Districts only). These are organized similar to the Provincial Associations with Officers and Department Superintendents working under Executive Committees. There are 15 county or-

ganizations, and about 100 Districts in New Brunswick and 17 Districts in P. E. Island.

To assist the various Departmental and Territorial Officers in the more efficient performance of their duties this little manual is issued.



Chapter III.

Suggestions for All Association Officers

1. **Study your office.** What does it mean? What are its opportunities? What are its requirements, etc.?
2. **Send for instructions.** If you are not promptly supplied with the needed information send to the General Secretary for leaflets explaining your work in detail. Do it promptly. Do not let your office get cold on your hands.
3. **Study your Literature.** Acquaint yourself with the Provincial and International leaflets on the work of your Division. They will be mailed to you without charge, on application to the Provincial Office. Read and re-read each one carefully. Know the leaflet-literature on your Division.
4. **Faithfully attend your County or District Executive Committee meetings.** You will need them, and they will need you. Be ready to report your work on such occasions.
5. **Efficiency Conferences.** Should the Provincial or the County Association arrange for the holding of Official Efficiency Conferences, be sure to attend. These are training schools of high order in which you will find equipment for your work.
6. **Study Your Field.** Know your territory and its schools. Study your County or District Statistics and seek to push your Department until it is efficient in all the schools. If you are a County Superintendent of any Department call a Conference of all your District Superintendents in the interests of efficiency. If a District Superintendent, visit the schools, taking with you your Divisional leaflets (supplied by the Provincial office in small quanti-

ties, without charge.) As far as possible become acquainted with the teachers of your District in your special Division.

7. Attend the Provincial Convention. It will be worth every hour and every dollar it costs. There you will get a vision; catch the sweep; and see the real value of the work. Nothing you will do will so tie you up to your work as the experiences of a Provincial Convention.

8. Write Frequently to the County Superintendent, of your Division, and keep him or her informed on how the work is going. Correspondence with the Provincial Headquarters is always in order and will receive prompt attention.

9. Stay on the job. If you really care for the work, and you are getting results, stay with your office year after year. The weak place in "Organized Sunday School Work" is the notion that so many officers have that the honor and work of the office should be "passed around." Let me say that all such notions are false in theory, pernicious in practice and disastrous in results.

10. The Watchwords of our Association are "Efficiency" and "Permanency." There can be no efficiency unless the officers of our County and District Associations remain in office long enough to master the work. Then, having learned the work, they should, as trained and experienced workmen, abide by the work until something worth while is done.

Chapter IV.

The County Association.

SUGGESTED CONSTITUTION FOR A COUNTY SUNDAY SCHOOL ASSOCIATION.

Article I, Name. This Association shall be known as the.....County Sunday School Association, auxiliary to the New Brunswick and Prince Edward Island Sunday School Association.

Article II, Object. The object of this Association shall be to promote the growth and efficiency of the Sunday Schools in the County by means of Conventions, Institutes, Rallies, and such other agencies as may seem helpful; to gather statistics annually and assist in raising funds for the Provincial Association.

Article III, Membership. All persons, members of the Sunday Schools of the County, shall be members of this Association and have the right to vote in all its public meetings. Each Sunday School should be represented at Conventions by at least two delegates.

Article IV, Officers. Section (1). The Officers of the Association shall be President, Vice-Presidents (all District Presidents), Secretary, Treasurer (or Secretary-Treasurer), Elementary Division Superintendent, Secondary Division Superintendent, Adult Division Superintendent, Education Department Superintendent, and Administration Division Superintendent, or such other Department Superintendents as may be found necessary in the interests of the work. These Officers shall constitute the Executive Committee, five of whom shall constitute a quorum.

Section (2). The Officers shall be elected annually at the Annual Convention and shall

hold office until their successors are appointed. Vacancies occurring during the year shall be filled by the County Executive.

ARTICLE V.—DUTIES OF COUNTY OFFICERS AND DEPARTMENT SUPERINTENDENTS.

NOTE—(These "duties" are intended to give valuable suggestions for promoting the work rather than mere constitutional duties.)

SECT. 1—COUNTY PRESIDENT.

What he should do. As Chief Executive, he should wisely guide the work of the County, administer its affairs, execute its policies, inspire and help his associates. The County work will usually succeed or fail according to the wisdom, persistency, efficiency and fidelity of the County President.

1. **Knowledge.** He should acquire as rapidly as possible a thorough knowledge of the Organized Sunday School Work; its genius; its importance; its organization; its history and its value, through leaflets and books obtainable at the Provincial Office.

2. **Mailing Lists.** He should have on file an up-to-date list of churches, Sunday Schools and the name and address of pastors, superintendents, County and District officers.

3. **Authority.** He should not assume authority over any school, minor association or Convention, for he has no authority. Whatever co-operation he seeks in his work will be given in response to gentlemanly, tactful, Christ-like leadership. Kind words of appreciation, letters of commendation and "thank-yous" will go far towards securing enthusiastic co-operation.

4. **Reports.** He should keep an accurate account of expenses; miles traveled, Conventions, Institutes, and other gatherings attended.

addresses made, and report same to the Semi-Annual Executive Committee and at the Annual County Convention.

5. **Meetings.** He should hold the Annual Executive Committee meeting in conjunction with the Annual County Convention (or as soon after as possible), arrange for the Semi-annual Executive meeting at such time and place as will be most convenient to all concerned. He should require that the officers and Divisional Superintendents be present at both the Annual and Semi-annual Executive Committee meeting and render a written report on work done, at each of these meetings, on blank forms obtainable from the General Secretary.

6. **Programs.** He should be Chairman of the County Convention Program Committee and should seek the counsel of the General Secretary regarding date, suggestive program and talent. Preside at County Conventions, institutes and conferences. Be a member ex-officio of all standing committees.

7. **Correspondence.** He should write the General Secretary often concerning the progress of the work in the county and send items of special interest to the local papers. He should report to the General Secretary such changes as may occur in the list of County officers, giving name and Post Office address of each.

8. **Conferences.** He should confer frequently with his Divisional Superintendents regarding policies, programs and the progress of their work.

9. **Conventions.** He should attend the Provincial, County and District Conventions, Institutes and other meetings related to Association work where possible and endeavor to have the schools of his County properly represented at the same.

10. **Visitation.** He should conduct a County Visitation Day two Sundays prior to the Annual County Convention for the purpose of

securing belated reports, delinquent contributions and to properly announce the County Convention.

11. District Supervision. He should assist the District Presidents to plan their schedules, arrange their programs, secure talent and conduct the District Convention in accord with the Provincial and County policies.

12. Co-operation. He should endeavor to secure the cheerful co-operation of all County and District Officers in bringing the schools, district and County up to standard requirements.

13. Fiscal Year. The fiscal year of the County Association shall close with the annual county convention. The county president should bring this fact to the attention of his associates in office in order that the work of all departments may be completed, the statistical report sent to the Provincial office and all obligations to include apportionment of the County Association met.

SEC. 2—COUNTY VICE-PRESIDENT.

Who he is and what he should do. The County Vice-President holds a dual relation to the organized work in his County.

First.—He is one of the County Vice-Presidents and as such should co-operate with the President to the fullest extent in promoting the organized work throughout the county and if it becomes necessary because of death or removal of the President, he should assume the duties of the President's office until the next Annual County Convention.

Second.—He is president of a District and as such should give direction to the work of the District. (See duties of District President.)

Third.—In the event of the death or removal of the President, the successor to his office shall be in the order in which the Vice-Presidents were named at the time of their election.

SECT. 3—THE COUNTY SECRETARY.

1. **Lists.** He should keep up-to-the-minute lists of (a) Names and addresses of County and District Association officers; (b) Location of Sunday Schools; (c) Names and addresses of Pastors, Superintendents and Secretaries. He should furnish each of his Divisional Superintendents with these lists at each county convention or immediately thereafter.

2. **Statistics.** He should gather the statistics of all the Sunday Schools in the county when possible through the District Secretaries in accord with the instructions from the General Secretary. If the officers refuse to make such report, get it from anyone in the community who knows anything about the school. He should begin collecting the reports six weeks before the County Convention. He should use the Annual County Visitation Day two Sundays prior to the County Convention for securing the delinquent reports. Fasten last year's school report to the new blank to be used as a guide in making out the report.

3. **Reports.** He should tabulate the reports and hand each County Divisional Superintendent the statistics which relate to his Division at the county convention.

4. **County Map.** He should prepare a large map on bleached muslin outlining the districts into which the county is divided. The map should be large enough to allow space to indicate the location of each Sunday School by number or seal. Write the General Secretary for information on "How to Make a Map."

5. **Charts.** He will be furnished charts showing the Standard adopted by the International Sunday School Association and the Sunday School Council of Evangelical Denominations. On these he should list the schools by Districts indicating all merited points. These charts should be shown at all county and district meetings.

6. **Records.** He should keep a detailed record of County Conventions with copies of programs, circular letters, advertising and other printed matter issued by the County Organization, also records of Executive Committee meetings, tours by County Officers, House-to-House Visitation, and all other activities under the direction of the County Association, and make a complete statistical report of the schools of the County at the Annual Convention.

7. **Correspondence.** Conduct all correspondence relating to the work of the County not implied in the duties of the other County Officers and Divisional Superintendents. Issue calls for Conventions Executive Committee meetings, Conferences, Institutes and special meetings under the direction of the County President.

8. **District Conventions.** He should attend District conventions when possible. When impossible he should make previous arrangements for securing a complete report of officers elected and the number of schools represented for his records.

9. **Notices.** He should see that newly elected officers present at the convention receive an officer's manual. He should notify by mail all officers not present at the convention, within three days, sending each an officer's manual.

10. **Appreciation.** He should write persons who have not been re-elected, thanking them for their service and interest in the work and requesting each to turn over without delay all material relating to his office, to his successor, supplying name and address. A friendly attitude on the part of retiring officers is important and should be retained as far as possible.

11. **Recommendations.** He shall see that all recommendations passed at the County Convention shall be sent to every District Secretary with instructions to have them read be-

fore the workers in the Sunday Schools of the District and at the next District meeting. He shall see that they are published in the papers in the County.

12. Provincial Office. He shall keep the General Secretary advised as to the condition of the work in the County, as measured by the County Standard, and send items of interest relating to County Activities for publication in the local papers.

SECT. 4—THE COUNTY TREASURER.

NOTE—(In some Counties the office of Secretary and Treasurer is combined.)

Who he should be. This office is one of vital importance, therefore the County Treasurer should be a man of known ability and integrity.

1. Finances. He should keep an accurate account of all finances, secure an annual offering from Sunday Schools, which shall at least equal the amount that has been apportioned the school, collect all pledges made to the Association through the District Treasurer, where such an officer exists, otherwise direct, and endeavor to increase the annual income for the maintenance of the Association. Keep an accurate account of all bills payable, including expenses incurred by the County officers for postage, and the conduct of District Conventions, paying the same on order of the County President, or the County Executive Committee.

2. Budget. He should prepare and submit to the County Executive Committee, or the Business Committee, at the Annual Convention, an expense budget for the new year, including such items as apportionment to Provincial Association, delegates' expenses to Provincial Convention, printing, programs, postage, special Convention talent and other similar items. This budget should in turn be apportioned to the Districts by the County Executive Com-

mittee. Each District should be made responsible for its share of the total budget, which should be secured from Sunday schools and through personal subscriptions.

3. Apportionment. The County Treasurer in conference with the District presidents should apportion a definite amount to each Sunday School in the county. The amount is to be based on the condition of the organized work, interest, enrollment and ability to pay. In some cases only an offering can be urged. Advise each Superintendent immediately after the County Convention of the amount apportioned his school and ask for prompt remittance. This should be followed up by the District Treasurer until the apportionment is paid in full.

4. Remittance. Plan to remit to the Provincial Treasurer quarterly until full apportionment for Organized Sunday School work is paid. Payment should be completed by the time of the County Convention. (See County Standard Point 5.)

5. Reports. He should submit an Annual Report of all receipts and disbursements, outstanding obligations and resources, at the County Convention, and be prepared to have his book audited by a Finance or Business Committee.

6. Statements. He should render a statement concerning the condition of his books at each meeting of the Executive Committee, present bills to be audited and payment ordered.

7. Personal Canvass. He should assist the District Treasurer, as far as possible in making a canvass for personal contributions for the work.

8. Methods. He should inform himself concerning the methods used by other Associations of kindred nature to secure necessary funds for the promotion of their work. Based upon this information, he should be ready to submit to the Executive Committee ways and

means for securing funds which are adaptable to his County.

9. Finally keep sweet and secure the money.

NOTE.(The Apportionment above referred to is in no sense a tax, levy or assessment, and should never be so called. It is not compulsory, but merely a suggested sum which, in the judgment of the County Treasurer and District President is a reasonable and fair amount to be expected from the school as its annual contribution to the work.)

SECT. 5—COUNTY ELEMENTARY DIVISION SUPERINTENDENTS.

The Elementary Division means that Division of the School which has to do with children from birth to eleven years of age. In it are included four Departments, viz: Cradle (birth to 4 years), Beginners (4 and 5 years), Primary (6, 7 and 8 years) and Junior (9, 10, 11, with 12 optional.)

1. The Cradle Roll is the Department through which the School seeks to get into touch with every baby in the community, whether his parents are church attendants or not. Through it many homes are reached which otherwise would be untouched by the influence of the Church and School.

2. The Beginners' Department or Class is the one which the child enters when he has become old enough to attend Sunday School. Into it are graded the very little children, the instruction and worship being planned to meet their needs. The very great limitations and the unique opportunities presented in this department should be kept constantly in mind.

3. The Primary Department or Class is the one which the child enters at approximately the time that he enters the public school. In this Department the broadened intellectual and social life are recognized, and the work planned to meet his developing needs.

4. **The Junior Department or Class** has to do with boys and girls in the pre-adolescent period; with that time which should be fit preparation for the trying period into which they are so soon to enter. We are just beginning to recognize the great importance of this period in our Sunday School work.

5. **The Elementary Superintendent** should be a genuine lover of children, one who really seeks to understand them, who really does "think their thoughts after them." If possible a trained worker, one who is familiar with the best literature pertaining to this work, and who can therefore recommend it to others.

She should be a **practical** worker with children. One who has had large experience, or who is at present working in the Elementary Grades. What is needed are workable plans.

She should be **enthusiastic**, having great faith in the possibilities of work with children, and having the ability to inspire others to like faith.

She should have the ability to work with other people, and be one who feels that only advancement along all lines brings adequate advancement in any Division.

6. **Mailing Lists.** Secure from the County Secretary a complete list of the schools of the County, their location and the name and address of the superintendent of each. Also secure whatever additional information the County Secretary has gathered in the annual reports. This should include the name and address of Elementary workers in each local school. This gives a point of contact.

7. **Counsel.** Keep in close touch with the Provincial Elementary Superintendent that she may carry out in her County the plans of the Province for this Division.

8. **District Superintendents.** Urge in each District Association the election of Elementary Superintendents, who shall be responsible for carrying out the plans of the Province and

County in the District. In case none are elected she should select them herself and then ask the District Presidents to appoint them. She should endeavor to attend the District Conventions whenever possible, that she may become personally acquainted with the workers.

She should plan to meet the District Elementary Superintendents at least twice during the year. At these meetings they should plan and arrange to carry out an adequate Elementary program for the County.

9. Propagation. Plan for the presentation of the Elementary work at County and District Conventions or Institutes. Arrange for Conferences some time during the Convention for the workers in the Elementary Grades, that they may freely discuss their own problems. Whenever possible arrange for an Educational exhibit of maps, charts, work books, home-made Cradle Rolls, Birthday Calendars, Attendance Records, etc.

10. Books. Read and recommend the best books on the Cradle Roll, Beginners, Primary and Junior work, as well as child study, story-telling, handwork, missions and temperance. Study carefully the list of books in the back of this Manual.

11. Leaflet Literature. Become familiar with the leaflets on "Standards" of the Elementary Division and its Four Departments, (furnished free by the General Secretary on application) and urge the workers to bring each Department up to Standard.

12. Standards. Study the Standard for Schools, Districts and Counties, printed in this Manual, and see to it that those points having to do with Elementary Division are met.

13. Records and Correspondence. Keep a record of all the schools in the County. Write frequent letters enclosing literature (sent free upon application to the General Secretary), urging them to organize the Departments

which they lack, or presenting to them plans for greater efficiency. The co-operation of the District Superintendents should be sought for this work. Much of it can be done through them.

14. **Bulletins.** Read carefully the Bulletins published by your Provincial Association. If the County Elementary Superintendent is not already receiving them, she may secure copies from the General Secretary.

15. **Expenses.** Keep an accurate account of all expenditures for postage, travel, and other Association expenses, and render a bill for the same to the Executive Committee. Appropriations for the work of each Department should be made at the beginning of the year by this Committee, and such items be included in the budget.

16. **Statistics.** If School reports are missing, incomplete or faulty, correspondence should be taken up direct with the school with a view to making the County Statistical Report to the Province as accurate as possible.

When a change of office is made all this data should be faithfully turned over to the newly elected County Elementary Superintendent. This is imperative.

17. **Conventions.** By all means the Elementary Superintendent should attend the Provincial and County Conventions, and as many District Conventions as possible.

18. **Report.** Prepare a written report of the work of this Division, on blanks provided for that purpose by the Provincial Association, and read it or have it read at the Annual County Convention.

SECT. 6—COUNTY SECONDARY DIVISION SUPERINTENDENT.

Introduction. The Secondary Division includes the years of adolescents grouped as follows: Intermediates—years 12, 13, 14; Senior—years 15, 16, 17; Young People—years 18-24.

1. **Preparation.** He shall secure from the County Secretary 100 leaflets on his work, a list of Pastors, Superintendents, and District Secondary Division Superintendents with their addresses. If a District has none, he should find a good man and have him appointed or elected, by the District Executive. He should also secure from the County Secretary if possible a list of teachers of Secondary Division classes in the County. Failing in this, he should proceed to compile one.

2. **Statistics.** Secure and keep permanently on hand a correct report as to the organization, membership and other features of the Secondary Division (or classes) in each school in the County. If school reports are missing, incomplete or faulty, correspondence should be taken up direct with the school with a view to making the County Statistical Report accurate.

3. **Propagation.** He should attend the Provincial Convention for instruction he may receive and the County and District Conventions for the help he may get and give. He shall see that the Secondary Division gets proper attention on the County and District Convention programs and distribute literature on the matter to such as ask for same. (Supplied freely by Provincial Association on application.) He shall see that a conference of teachers of Secondary Division pupils is held at each Convention.

4. **School Secondary Superintendents.** He should seek either through the District Secondary Divisional Superintendents, or directly to interest all schools in the County in the recognition of a Secondary Division in the school with some one selected as Secondary Division Superintendent. (In small schools this Division may consist of but one or two classes. In this case one of the teachers of these classes may be designated as the Secondary Division Superintendent.)

5. **Organized Classes.** He shall secure from the Provincial Office a list of the Registered Organized Classes in his County and get this information to his District Superintendents. Working through his District Superintendents when possible he shall endeavor to get every organized class to register and unorganized classes to organize and register. Application blanks for certificates of recognition are furnished by the Provincial Office.

6. **Class Activities.** He should seek to vitalize organized classes by encouraging them to attempt to do some practical thing for the school, the church, the neighborhood, and the world, which will be worthy of their effort. "The Canadian Standard Efficiency Tests" are strongly recommended as class activities for boys, and "Canadian Girls in Training" for girls. (Leaflets on Class Activities free on application.)

7. **Evangelism.** He should take every opportunity to impress upon the Secondary Division workers of his County, District Superintendents, School Superintendents and Teachers, the tremendous importance of getting a clear cut decision for Christ from every boy and girl during the "teen" years and preferably the early "teens." The great decision time of life comes under the leadership of this division. There is no other department in the Church that faces so great a challenge. It is a fine responsibility that Secondary Division workers must meet.

8. **Training.** He shall co-operate in promoting Teacher Training classes for "teen" age pupils at the Sunday School hour for those who will prepare to teach in the local school.

9. **Missions.** He shall co-operate in enlisting Secondary Division classes in Mission study and increased Missionary offerings.

10. **Temperance.** He shall co-operate in planning the best temperance instruction. Discovering and distributing material adapted to "teen" age classes.

11. Conference. He should plan for older boy and older girl conferences for his County. These have come to be recognized as the great places for discovering and developing leadership among our "teen" age boys and girls.

It is often better to have two Secondary Division Superintendents, one for boys and one for girls. When this is done, the above applies to both in their respective fields.

12. Meet District Superintendents. He should plan to meet the District Secondary Superintendents at least twice during the year. At these meetings they should plan and arrange to carry out an adequate Secondary programme for the County.

13. Report. He must prepare a written report of the work of his Division, on blanks provided for that purpose by the Provincial Association, and read it or have it read at the Annual County Convention

SECT. 7—COUNTY ADULT DIVISION SUPERINTENDENT.

As Divisional Superintendent he should tactfully guide the work and inspire and help his associate officers. The work will generally succeed or fail according to leadership displayed by the Divisional Superintendent.

1. Knowledge. He should gain as rapidly as possible a thorough knowledge of the Organized Adult Bible Class Movement; its importance; its organization; and its value through books and leaflets obtainable at the Provincial Office

2. Mailing List. He should have on file an up-to-date list of schools in his County with the name and address of the Adult Superintendents and Teachers in each. The schools should be classified as follows: (1) those having active registered organized Adult Bible Classes; (2) those having Organized Classes not registered.

3. Authority. He should not assume authority over any school or class for he has no authority. Whatever co-operation he seeks in

his work must be secured in response to tactful Christlike leadership. Kind words, letters of commendation and "Thank-you's" will go far toward securing the desired co-operation.

4. **Reports.** He should keep an accurate account of expenses, miles traveled, conventions, institutes and other gatherings attended, addresses made and report same at the Semi-annual County Executive Committee meeting and at the Annual County Convention. Blank reports for this purpose may be secured from the Provincial Office.)

5. **Meetings.** He should plan for Adult Conferences, institutes and other meetings at such time and place as will be most convenient for the adult workers and in harmony with the County and Provincial policies.

6. **Programs.** He should assist the District Adult Division Superintendents to plan their schedule, arrange their programs, secure talent and conduct district adult conferences, institutes and other special meetings in accord with the Provincial and county policies.

7. **Correspondence.** He should write the Provincial Adult Division Superintendent often concerning the progress of the work in his County and send items of special interest to the local papers.

8. **Conferences.** He should confer frequently with his Adult Division Committee, composed of the District Superintendents regarding policies, programs and progress of the work.

9. **Conventions.** He should attend the Provincial, County and District Conventions, institutes and other meetings related to the Association Work and endeavor to have the Adult Classes in his County properly represented at the same.

10. **Visitation.** He should assist the County President in conducting the Annual County Visitation Day prior to the Annual County Convention for the purpose of securing belated reports, delinquent contributions and announc-

ing the county convention and conducting such other visitations as are necessary for the proper promotion of the Organized Adult Bible Class work in his County.

11. **Co-operation.** He should cheerfully co-operate with County and District Officers in bringing the class school, District and County up to standard requirements.

12. **Home Department.** He should seek to bring about an affiliation of the Home Department as associate members in the proper classes in the school and place this department under the direct supervision of the Adult Superintendents in school, District and County.

13. **The I. B. R. A.** He should organize and promote Branches of the International Bible Reading Association in each Sunday School, and where possible a branch of the Pocket Testament League

14. **Meet District Superintendent.** He should plan to meet the District Adult Superintendents at least twice during the year. At these meetings they should plan and arrange to carry out an adequate Adult program for the County.

SECT. 8—COUNTY SUPERINTENDENT OF ADMINISTRATION.

This Division is the one that has to do with Pastors, Superintendents and Officers; all those charged with administration of the local school. The Superintendent of this division is to the Sunday Schools what the Inspector of schools is to the public schools.

1. **Officer's File.** Keep an up-to-date file of the names of Superintendents, Pastors, Secretaries in the County.

2. **Responsibility.** He should become acquainted as rapidly as possible with the best things in the various lines of work for which he is responsible.

3. **Co-operation.** He should co-operate with the County Educational Superintendent in pro-

moting Teacher Training, Graded Lessons, Missions and Temperance in the Sunday Schools of the County.

4. **Best Books.** Read and know best books upon Sunday School Administration so as to be abreast of the times and thus able to suggest good things to the Superintendents and to really KNOW his job.

5. **Organizing the School.** He should study an Administrative Division Booklet until he is familiar with the elements of an up-to-date graded Sunday School. Emphasize the need of an "Educational Committee" in every Sunday School of the County. Help the Superintendents and Pastors in planning for a program for the Monthly Workers Conference.

6. **Sunday Program.** He should have a general knowledge of the principles underlying the Sunday Program of the school and be able to offer help in making these inspirational, educational and devotional.

7. **Records.** He should acquaint himself with the best systems known for keeping ACCURATE AND ADEQUATE RECORDS in the local school. Such records should show church attendance, lesson study, offering and be so arranged as to be comparative by Sundays, Months, Quarters and Years. A system that would enable a report to be drawn off at a moment's notice.

8. **Finances.** He should recommend the training of Sunday School members in proportionate and systematic giving, both to the support of the Church and to Missions, through the use of some system of envelopes. He should suggest to Pastors and Superintendents the advantages of a budget for the Sunday School and that provision be made for it in the budget of the Church.

9. **Workers Conferences.** The Superintendent of Administration should be an enthusiastic advocate of regular Workers Conferences. He should seek invitations to attend such Con-

ferences in person or by representatives in every Sunday School in the County; as well as opportunities to help Superintendents so plan their programs of such Conferences as to make them profitable.

10. **Special Days.** How to make the special day program "go" and yet keep the purpose of such clearly in the mind is no small item. Suggestions here would also be a part of his task, develop such programs and get a line on publishers of programs of merit.

11. **Decision, Confirmation or Forward-Step Day.** The wisest, sanest plans for promoting at least once each year in each school, a time when the great decision shall be made, should also be included in the work of this office.

12. **Publicity.** Much help is needed here. The Division of Administration can well assist in planning for the schools and show them how to work out publicity campaigns to good advantage, using Bulletin Boards, Newspapers and Church Papers.

13. **Equipment.** Adequate equipment is a crying need in the average Sunday School today. This division can and should be able to assist in the selection of such as would be needed for the school in question. He could also suggest ways in which equipment could be made at home at slight cost.

14. **Promotion.** Present his work at County and District Conventions and seek through the use of literature, letters, conferences and other ways to set forth the work of the Division.

15. **Meet District Superintendents.** He should plan to meet the District Administrative Superintendents at least twice during the year. At these meetings they should plan and arrange to carry out an adequate Administrative program for the County.

16. **Report.** He must prepare a written report of the work of his Division, on blanks provided for that purpose by the Provincial As-

sociation, and read it or have it read at the Annual County Convention.

SECT. 9.—COUNTY EDUCATIONAL SUPER-INTENDENT.

No one of intelligence will attempt to discount the splendid work done by the great army of untrained Sunday School teachers. In spite of poor equipment, lack of time and lack of training, the Sunday School has been a most efficient agency for character building. Because of their remarkable work the Sunday School is accepted as the most important of church activities. With that recognition has come the demand for workers who know.

1. **Educational Committee.** The Educational Work of the County Sunday School Association is now being done by a County Educational Committee. This Committee is composed of the District Educational Superintendents with the County Educational Superintendent as Chairman.

2. **Scope.** This Committee is responsible for promoting the Religious Educational work in the Sunday Schools of the County. Training teachers and officers, missionary teaching, temperance teaching, courses of study, etc. Each District Educational Superintendent being responsible for the Educational work in his own District.

3. **Program of Work.** The Educational Committee, as soon as possible after election, should definitely plan a program of work for the year. The Educational Superintendent is responsible for point 3, second part of point 4, point 5 and point 6 of the School Standard and points 9 and 10 of the County Standard.

4. **Literature.** The County Educational Superintendent should keep in close touch with the Provincial Educational Superintendent, ask for suggestions as to the program of work for his Committee and all literature necessary for the promotion of his work in the County.

5. **District Superintendent.** He should see that there is elected or appointed an Educational Superintendent in each District of the County. He should plan to meet the District Educational Superintendents at least twice during the year. At these meetings they should plan and arrange to carry out an adequate Educational program for the county.

6. **Training Classes.** He should seek, either through the District Superintendent or directly, to organize a Training Class in every school for the training of prospective teachers. Because many teachers have not had an opportunity of training before taking up the work, he should also urge the organization of classes of the present teachers which shall meet on some evening during the week.

7. **Denominational Leaflets.** It will be wise for the County Educational Superintendent to send to the publishing houses of the Denominations operating in his County for a supply of Teacher Training leaflets for distribution at the several County and District Conventions. Thus will the County Association demonstrate the desired co-operation with the Denominations in this work.

8. **The Community Training School.** The Local Interdenominational Training School has passed the experimental stage and has become a definite institution for the training of Sunday School teachers and officers.

Its purposes are:

- (a) To fit teachers for training work in their own schools.
- (b) To present the most effective plans for organization to superintendents, officers and heads of departments.
- (c) To give an opportunity for exchange of plans and methods.
- (d) To place the methods of teaching approved by modern education, so far as they apply to the Sunday School within the reach of teachers.

Such Schools might well be established in cities and towns and in many villages. The advantages of them over the class in the individual school, are many; not the least of these is the denominational fellowship. Special efforts should be made to have a class for Sunday School officers. Helps are now available for the guidance of such a class.

9. Registered Classes. He should apply to the Provincial Educational Superintendent for a list of the registered training classes in the County. He is then ready to do two things. (1) Urge the organization of a class in schools having none, and (2) keep in close touch with the classes already organized. One of the secrets of the great success of the Teacher Training Movement is the personal touch with each class by the Educational Superintendent.

10. Specialization. (a) In co-operation with the Elementary, Secondary, Adult and Administrative Superintendents, he should urge upon teachers in these divisions the doing of the SPECIALIZATION work pertaining to their respective Departments of work.

(b) He should co-operate with the Secondary Superintendent in an effort to establish a Training Class of "teen" age boys and girls in each school.

(c) He and the Adult Superintendent should work together to make Adult Classes see that it is their business not so much to "hold" a great many people in the Sunday School through their classes but to develop leaders.

(d) He and the Administrative Superintendent should work together to train Sunday School officers and introduce more efficient business methods into the Sunday School.

11. Conventions. He should attend District Conventions and Institutes that he may propagate the work. Meeting the workers personally in the smaller group of District Conventions

will yield larger results than much letter writing or even the more general work necessary at a County Convention.

12. Missionary Superintendent. He should seek, either through the District Educational Superintendents or directly, to interest all schools in the selection of a Missionary Superintendent or Committee who, with the General Superintendent and Superintendents of Departments, shall plan for systematic mission study in the school, for mission study classes which shall meet during the week and urge the adoption of the Missionary Standard.

13. Divisional Co-operation. He should co-operate with the other Divisional Superintendents in presenting to teachers the best material and the most effective methods for teaching missions. He should co-operate with the Secondary Superintendent in helping teachers to appeal to and make use of the altruistic impulse which is coming to have such a large place in the life of the adolescent and which, if it lives, must be given a chance for expression.

He should co-operate with the Adult Superintendent in his effort to have the Adult Classes get a vision of a great Kingdom movement and the place which they should have in it. Mission Classes should be organized as a part of the Adult Class work.

14. Temperance Aims. TEMPERANCE EDUCATION in the Sunday School should have for its aim: (a) Total abstinence; (b) the destruction of the liquor traffic; (c) the extinction of the cigarette habit; (d) the surrender of every indulgence which impairs or destroys one's power to give service to God or man.

TEMPERANCE EDUCATION to be effective should be carried on (a) through the careful teaching of every temperance lesson; (b) the announcement to the class or school from time to time of impressive current news items from which can be drawn temperance lessons; (c) appropriate observance of World's Temperance

Sunday (usually the second Sunday in November); (d) the exhibit and use of charts which set forth in striking form convincing, comparative and other statements about intemperance in its varied forms.

15. **Temperance Superintendent.** He should seek to interest the schools of the County in the establishment of a School Temperance Department or the appointment of a Temperance Committee with a School Temperance Superintendent to foster the Temperance Education and Temperance pledging in the school, and wherever possible introduce the N. B. and P. E. I. Temperance Army with the four-fold pledge.

16. **Reports.** He must prepare a written report of the work of his Division, on blanks provided for that purpose by the Provincial Association, and read it or have it read at the Annual County Convention.

SECT. 10—COUNTY EXECUTIVE COMMITTEE.

1. **Committee.** The Executive Committee is composed of County President, Vice-Presidents (all District Presidents), Secretary-Treasurer and all County Divisional Superintendents.

2. **Meetings.** It should meet at least semi-annually, the first meeting to be held at the Annual County Convention, or as soon after as possible. At the second meeting, all vacancies in County Offices should be filled. The recommendations passed by the last Convention should be considered and as far as possible promoted.

In connection with each semi-annual meeting of the County Executive Committee, the County Divisional Superintendents should meet for conference, the Educational Superintendent acting as chairman. At these meetings plans should be made for the promotion of Teacher Training, Mission and Temperance instruction and the I. B. R. A. in the schools of the County.

This meeting should come just prior to or immediately following the meeting of the Executive Committee.

3. Duties. At each semi-annual meeting of the County Executive Committee and County President, Vice-President, Secretary-Treasurer and Divisional Superintendents should render a report, using blanks furnished by Provincial Office. It should apportion to each District of the County its share of the County budget.

The County President should outline as far as possible the plans of the Association for the future, (all plans to be in harmony with the Provincial policy) that they may receive the sanction of the Committee.

The County Convention Committee should be appointed by either the Executive Committee or the County President (as desired).

SECT. 11—SUGGESTIONS REGARDING COUNTY CONVENTION COMMITTEES.

1. Nominating. The nominating committee should be very carefully selected making it as representative as possible. At least one member should be selected from each District. Each member of the committee should be provided with a list of officers to be elected and the duties of each. Plenty of time should be devoted to finding officers who are particularly qualified for their work, and who will consent to assume the duties of their office if elected.

2. Business. The Business Committee should consist of five or more persons. Upon the Business Committee rests the responsibility of auditing the books of the Treasurer. Estimating an expense budget of the Association for the year, which should include the County allocation for Provincial Work, the anticipated Convention expenses, printing and postage, expense of official delegates to Provincial Convention and Annual Efficiency Conference and the amount allowed each Divisional Su-

perintendent for necessary expenses in promoting their Division, devise ways and means of securing the necessary funds, thus assisting the Treasurer in every way possible

3. **The Resolution Committee** should recommend to the Convention: (a) A vote of thanks by the Convention to all County Officers, persons taking part on the program, the local people and others who have assisted in any way in promoting and entertaining the convention. (b) Recommend a program of work to be promoted, during the year by the County Officers; such as County Tours, Institutes, Divisional Conferences, House-to-House Visitations, etc. (c) Recommend place for holding the next Convention.

4. **Enrollment.** The committee, numbering three, five or seven, according to size of crowd expected, should be ready for work fifteen minutes before the hour set for the Convention to begin. One member should sit at the table, while the others circulate in the vestibule and outside. The aim is to catch every delegate and get from him or write for him a properly filled enrollment slip before he takes his seat, and that without annoyance or delay to anyone. It is a task for young people of pleasant address, nimble fingers and ready wit.

The committee should begin by enrolling itself, then the local workers within reach and any who may have already taken their seats in church. Then watch for the arrival of new delegates. It is when the train crowd arrives, or several wagons or automobiles come in together, that the lively work will begin. As fast as slips are filled they should be handed to the member at the table.

While each delegate is supposed to enroll himself, quicker and surer work can be done by taking the name and other information at the delegate's dictation. If the delegate fills out the slip himself, scan it carefully before letting him pass, to see that it is completely

filled out and is legible and intelligible. Otherwise there will be trouble when the slip is tallied.

The enrolling of delegates will go on as long as they continue to arrive. In an all-day convention the committee usually keeps its figures open till the evening session has begun, so as to catch Superintendents and other leading delegates who may come for that session only. During the opening service the tally is completed and totalled and the report blank filled out, ready for presentation when called for.

Article VI—Meetings. There shall be held an Annual County Convention each year at such time and place as shall be determined by the Executive.

In addition to the Annual Convention the Executive should plan to hold one meeting each year to be known as the County Council or Efficiency Conference.

The County Council is a joint meeting or conference of all County and District Officers, to which Pastors and Sunday School Superintendents would be invited but not the general public. An order of business for such a Council meeting will be found in this Manual.

Article VII Amendment. This Constitution may be amended by a majority vote of members present at any Annual Convention.

Chapter V.

The District Association

Suggested Constitution for District Associations.

P. E. Island workers should substitute the word "Province" for "County" throughout this booklet.

ARTICLE I.—NAME.

This Association shall be known as theDistrict Sunday School Association, auxiliary to theCounty Sunday School Association.

ARTICLE II.—OBJECT.

The object of this Association shall be to promote the growth and efficiency of the Sunday Schools of the District by means of Conventions and Institutes, and such other means as may from time to time be adopted.

ARTICLE III.—MEMBERSHIP.

All persons, members of any Evangelical Sunday School in this District shall be considered members of this Association.

ARTICLE IV—OFFICERS, ELECTIONS.

Section 1. The officers of the Association shall be a President, Vice-President, Secretary-Treasurer, and, as far as possible, a Superintendent for each of the following departments:—Elementary Division, Secondary Division, Adult Division (including Home Department and I. B. R. A.), Administration Division, and the Education Department (including Teacher Training, Parent Training, Temperance and Missionary Education), or such

other Department Superintendents as may be found necessary in the interests of the work. These officers shall form the District Executive Committee, three of whom shall constitute a quorum.

Section 2. The officers shall be elected at the Annual District Convention and shall hold their respective offices, if willing to serve, until their successors are elected, provided that all offices shall be considered vacant after two years have elapsed without a convention being held. Offices becoming vacant between conventions should be filled by the Executive Committee.

ARTICLE V.—DUTIES OF DISTRICT OFFICERS AND DEPARTMENT SUPERINTENDENTS.

(Note: These "duties" are intended to give valuable suggestions for promoting the work rather than mere constitutional duties.)

Sec. 1. DISTRICT PRESIDENT.

The District President holds a double relation to the organized work in his County.

First—He is a County Vice-President, and as such should co-operate with the President to the fullest extent in promoting the Organized Work throughout the County, and if it becomes necessary because of death or removal of the President, he should assume the duties of the President's office until the next annual county election. In Prince Edward Island the District President is Vice-President of the Provincial Association.

Second—He is Chief Executive of his District, and as such should wisely guide the work, administer its affairs, inspire and help his associate officers. The District work will usually succeed or fail according to the efficiency and fidelity of the District President.

1. **Knowledge.** He should acquire as rapidly as possible a thorough knowledge of the Organized Sunday School work; its genius, its importance; its organization; its history; its value and its relation to his District through leaflets and books obtainable at the Provincial Office. Study well this booklet.
2. **Mailing Lists.** He should have on file an up-to-date list of Sunday Schools in his District with name and address of the pastors and superintendents of each. Also a complete list of County and District officers.
3. **Authority.** He should not assume authority over any school, convention or class, for he has no authority. Whatever co-operation he seeks in his work will be given in response to tactful, Christ-like leadership. Kind words of appreciation, letters of commendation and "Thank You's" will go far towards securing enthusiastic co-operation.
4. **Reports.....**He should keep an accurate account of expenses; miles traveled; Conventions, Institutes and other gatherings attended, addresses made, and report same at the Annual County Convention and at the Semi-Annual County and District Executive Committee Meetings and at the Annual District Convention.
5. **Meetings.** He should hold the Annual District Executive Committee meeting in connection with the Annual District Convention, or as soon after as possible arrange for the Semi-Annual Executive Meeting at such time and place as will be most convenient to all concerned. He should require that the officers and Divisional Superintendents be present at both the Annual and Semi-Annual Executive Committee meeting and render a written report on work done at each of these meetings.
6. **Programs.** He should be Chairman of the District Convention Program Committee and

should seek the counsel of the County President regarding date, suggested program and talent. He should preside at District Conventions, institutes, Conferences, and be a member ex-officio of all standing committees.

7. **Correspondence.** He should keep in close touch with the County President and his associate officers; advise the County President of Conventions, Institutes, Rallies and all special meetings and encourage and inspire his District Officers through frequent communications to give their best efforts to the work committed to their trust. He should confer frequently with Divisional Superintendents regarding policies, programs and the progress of their work.

8. **Conventions.** He should attend the Provincial, County and District Conventions, Institutes and other meetings related to the Association work and endeavor to have the schools of his district properly represented at the same.

9. **Visitation.** He should assist in conducting the County Visitation Day prior to the Annual County Convention for the purpose of securing belated reports, delinquent contributions from the schools of his district, and to properly announce the County Convention.

10. **Co-operation.** He should endeavor to secure the cheerful co-operation of all officers and workers to bring the schools, the districts and the county up to Standard Requirements.

Sec. 2. THE DISTRICT SECRETARY.

1. **Lists.** He should inform himself regarding the duties of the County Secretary so that he may co-operate with him intelligently. He should keep accurate lists of: (a) name and address of District Association officers; (b) location of Sunday Schools; (c) name and address of pastors, superintendents and secre-

taries. He should furnish each of his Divisional Superintendents with these lists immediately after each District Convention.

2. Visitation Day. He should assist the other District officers in planning for Visitation Day two Sundays prior to the County Convention, at which time each school in the District should be visited and belated reports and contributions secured and the County Convention advertised. When possible, other visitations should be made to correct records, discover convention talent and subjects which should be discussed, based upon the needs of the school and to spread good cheer and encouragement. Survey blanks and detailed instructions will be furnished by the County Secretary.

3. Conventions. Co-operate with the District President in planning for helpful District Conventions and in securing an attendance from every school, especially pastors, superintendents and teachers. Invite the County officers to be present at your District Convention far enough in advance so that they can plan to be present. It will often be advisable to give one or more of them a place on the program.

4. District Chart. Make a map of your District on bleached muslin, showing the location of every Sunday School. Indicate the standing of every school as compared with the School Standard by using the District Chart which can be secured through your County Secretary. Display this chart at every District Convention and Sunday School Rally and urge each school to measure up to the Standard.

5. Statistics. Assist the County Secretary annually in getting a report from every Sunday School in your District. This is your most important duty. This should be completed on Visitation Day.

Sec. 3. THE DISTRICT TREASURER.

(This office is usually combined with that of Secretary.)

1. Who He Should Be. Because of the vital importance of the office, the District Treasurer should be a man of known ability and integrity.

2. Opportunity. He should assist the County Treasurer in securing the apportionment from his District which shall be an equitable part of the County budget. He is near the soil and stands in position to make a financial situation much easier for the County Association because of his helpful co-operation.

3. Collections. He should collect individual pledges and school apportionments from each Sunday School in his District, remitting the same to the County Treasurer as soon as collected.

4. Reports. He should submit an Annual Report of all receipts and disbursements, outstanding obligations and resources of the District at its Annual Convention, and be prepared to have his books audited by a Finance or Business Committee.

5. Statements. He should render a statement concerning the condition of the District finances at each meeting of the Executive Committee; present bills to be audited and payment ordered.

6. Canvass. Assist the County Treasurer in securing the apportionment from every Sunday School in his District. To raise the balance of the District apportionment, make a personal canvass, explain the work and ask for a pledge according to the ability of the person solicited. Be on the look-out for new people. Call on them annually for the amount of their pledge. Develop a permanent constituency.

7. **Remittances.** Conduct your financial canvass early in the year, so that your District apportionment can be turned over to the County Treasurer during the first quarter. (See point 5 of District Standard.)

8. **Finally, Keep Sweet, Make Friends, Get the Money and Boost for the Association.**

Sect. 4—THE DISTRICT ELEMENTARY SUPERINTENDENT.

1. **Preparation.** Study the duties of the County Elementary Superintendent. Secure from the County Elementary Superintendent a list of the schools of the District and the information which was secured in the Elementary section of the Annual Statistical reports.

2. **The Work.** Get in personal touch with each Elementary Superintendent in the schools of your District through personal visits, telephoning, correspondence, etc. Do this as soon as possible.

3. **Training.** Emphasize the Teacher Training Course in every way you can. It is hoped that you yourself will become a student in the Course for both your own equipment for the work and as an example to other teachers.

4. **Activities.** The following are some of the lines of work along which you may give help to your teachers:

"How to Start a Cradle Roll and How to Conduct it."

"Cradle Roll Exercises."

"Grading the Elementary Division."

"Separation of Beginners and Primary Classes from the rest of the School."

If no separate rooms, then by the use of screens or curtains.

"The International Graded Lessons for Beginners, Primary and Junior Grades."

"Birthday Recognition in the Elementary Grades."

"Graded Temperance Instruction."

"Graded Missionary Instruction."

"The Teacher Training Course."

If any point is not clear to you, communicate with your County Elementary Superintendent.

5. Scrap Book. Make a scrap-book of samples of helps for these lines of work and have it to show workers to arouse interest.

6. Co-operation. Endeavor to be an inspiration for best Elementary Work to each teacher in your District. Keep in close touch with your County Elementary Superintendent. Write to her often, telling of steps of progress

Sec. 5.—DISTRICT SECONDARY DIVISION.. SUPERINTENDENT.

1. Preparation. He shall read and become familiar with the duties of the County Secondary Division Superintendent as set forth in this manual. He shall secure from the County Secondary Superintendent or the County Secretary, a list of pastors and superintendents, and with their co-operation compile a list of secondary teachers, with their addresses, in his District.

2. Propagation. He shall attend the Provincial and County Conventions for inspiration and instruction, and the District Convention for the help he can give and receive. He shall see that the work of the Secondary Division is presented at the District Convention.

3. Co-operation. He should recognize his relation to the County Secondary Superintendent and stand ready to co-operate with him in securing the recognition of the Secondary Division by Superintendents in their schools, the organization and registration of Secondary Classes, in the gathering of statistics, and in emphasizing evangelism, missions, temperance and teacher training in their relation to the period of adolescence.

4. Conferences. He should co-operate with the County Secondary Superintendent in promotion of Older Boys' and Older Girls' Conferences, both County and Provincial.

5. Study Carefully the Programme of Activities for Boys, called the "Canadian Standard Efficiency Tests," and that for girls known as "Canadian Girls in Training."

Sec. 6.—DISTRICT ADULT DIVISION SUPERINTENDENT.

As Division Superintendent he should tactfully guide the work and inspire and help his associate officers. The work will generally succeed or fail according to leadership displayed by the Divisional Superintendent.

1. Knowledge. He should gain as rapidly as possible a thorough knowledge of the Organized Adult Bible Class Movement; its importance; and its value as related to the District work through books and leaflets, obtainable at the Provincial Office.

2. Mailing Lists. He should have on file an up-to-date list of schools in his District with the name and address of the Adult Superintendents and teachers in each. The schools should be in the file as follows: (1) Those having active registered organized Adult Bible Classes; (2) Those not having organized classes.

3. Authority. He should not assume authority over any school or class, for he has no authority. Whatever co-operation he seeks in his work must be secured in response to tactful Christ-like leadership. Kind words, letters of commendation and "Thank You's" will go far towards securing the desired co-operation.

4. Reports. He should keep an accurate account of expenses, miles traveled, conventions, institutes and other gatherings attend-

ed, addresses made, and report same at the Semi-Annual District Executive Committee Meeting and at the Annual District Convention. (Blank reports for this purpose may be secured through the Provincial Office.)

5. Meetings. He should plan for Adult Conferences, Institutes and other meetings at such time and place as will be most convenient for the adult workers and in harmony with the County and Provincial policies.

6. Programs. He should join with the County Adult Division Superintendent in planning District schedule program for Adult Conferences, Institutes and other special meetings in accord with Provincial and County policy.

7. Correspondence. He should write the County Adult Division Superintendent often concerning the progress of his work in the District and send items of special interest for the local papers.

8. Conferences. He should confer frequently with his associate officers regarding policies, programs and progress of the work.

9. Conventions. He should attend the Provincial, County and District Conventions, Institutes and other meetings related to the Association Work and endeavor to have the Adult Classes in his District properly represented at the same.

10. Visitation. He should assist the County and District Presidents in conducting the Annual County Visitation Day prior to the Annual County Convention for the purpose of securing belated reports, delinquent contributions and announcing the County Convention, and conduct such other visitations as are necessary for the proper promotion of the Organized Adult Bible Class Work in his District.

11. Co-operation. He should cheerfully co-operate with County and District Officers in

bringing the class, school, District and County up to Standard Requirements.

12. Home Department. He should seek to bring about an affiliation of the Home Department as associate members in the proper classes in the school, and place this department under the direct supervision of the Adult Superintendents in school and District.

13. I. B. R. A. Should endeavor to organize branches of the International Bible Reading Association in each school, and where possible, the Pocket Testament League.

Sec. 7.—DISTRICT SUPERINTENDENT OF ADMINISTRATION.

1. Know Your Job. Make yourself familiar with the duties of the County Superintendent of Administration as set forth in this manual.

2. Accurate File. Keep an up-to-date file of the pastors, superintendents and secretaries of the Sunday Schools in the District.

3. The Best. Become acquainted as rapidly as possible with the best things so as to be abreast of the times and thus able to suggest good things to Superintendents.

4. District Chart. Study the District Chart with relation to the District Standard, having for your objective the attainment of the rank of "Standard District" for your District.

5. Visit Schools. Visit the Sunday Schools of the District and attend their workers' meetings as the representative of the County Superintendent of Administration.

6. Up-to-Date Systems. Fit yourself so as to be able to lead the officers of the Sunday Schools of the District in the matter of introducing a system of adequate records, a financial plan, a proper system of organization and grading, and in such matters as opening and closing exercises, publicity, special days,

workers' meetings, decision day and other matters of administration, including suggestions as to equipment.

7. Reports. He should keep an accurate account of expenses, miles traveled, conventions, institutes and other gatherings attended, addresses made, and report same at the Semi-Annual District Executive Committee Meeting and at the Annual District Convention. Blank reports for this purpose may be secured through the Provincial Office.

Sec. 8.—DISTRICT EDUCATIONAL SUPERINTENDENT.

1..Study Suggestions for County Superintendent. He should study the suggestions given to the County Educational Superintendent found elsewhere in this manual. He should keep in close touch with the County Educational Superintendent and assume the responsibility for the Religious Educational work in his District

2. Enrolling Training Classes. He should keep a correct list of training classes and teachers in the District, see that they are enrolled with the Educational Superintendent, have their work reported and illustrated at District Conventions, either by class recitation or a lesson taught the whole audience, help them to make their graduating exercises interesting and impressive whenever a class has completed the course.

3. Promoting Training Classes. Plan to meet the officers and teachers of individual schools at their regular monthly Workers' Conference and present the work, or have some one from outside your District do so. Always have a sample text-book for inspection, and leaflets for distribution.

4. Co-operation. Write the County Educational Superintendent as soon as elected to of-

file and ask what you can do to help. The County and District Superintendents work together as a team, not tandem.

5. Responsibility of Points of Standard.

Try to get a class or student in every Sunday School in the District. Point Ten of the District Standard requires a class or student in at least 10 per cent. of the schools of the District. Raise the Standard if you can in order to help bring up Point Nine. He is also responsible for Point Three, part of Point Four, and Points Five and Six of the School Standard.

6. Missionary Standard. Have the School Missionary Standard presented at all District Conventions. Put this Standard on muslin or strong paper. This will save work and it will always be ready for use. While putting it on blackboard is good, sometimes there is none, and the chart is always ready.

7. Missionary Helms. Secure from the Mission Boards of all denominations represented in your District an exhibit of material for missionary education to be used in District Conventions and Institutes.

8. Comparative Missionary Charts. At Annual District Convention, besides the display of education material, have a comparative chart of the schools of the District showing how they measure up to Missionary Standard.

9. Reminders. "I forgot Temperance Sunday was coming," is a frequent excuse for failure to observe the stated Temperance occasions. Until such observance has become a habit, send a postal card reminder to each Superintendent at least four weeks previous to each Temperance Sunday.

10. Temperance Promotion. Secure a place on every District Convention program for the presentation of Sunday School Temperance Work. Hold Conferences on PLANS OF WORK. Have an exhibit of programs, songs, posters,

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banners, buttons, etc., etc. A competitive exhibit of signed pledges arouses interest.

11. Union Temperance Rallies. For World's Temperance Sunday (sometime in November) urge all of the schools of a town or neighborhood to unite in a Union Rally. More of a demonstration can be made in this way. Urge pledge signing. Pledge cards will be furnished from the Provincial Office. Organize a Temperance Army wherever possible.

12. Keep in Touch. Correspond with the County Educational Superintendent, keeping him informed as to state of work especially send full account of any successful ways of doing temperance work.

13. New Plans. Be constantly on the lookout for new plans and new literature, keeping your local Sunday School Superintendent posted in same, with samples and suggestions. Keep a Temperance Scrap Book well indexed so that your information is available for instant use. In pledge signing "be insistent in season and out of season," pushing campaigns of this kind all the time.

14. Reports. He should make written report of the educational work of the district and read it or have it read at the Annual District convention blanks for this report may be obtained from the General Secretary.

Sec. 9. DISTRICT EXECUTIVE COMMITTEE

1. Committee. The Executive Committee is composed of District President, Vice President, Secretary, Treasurer and Divisional Secretaries.

2. Meetings. They should be held at least semi-annual the first meeting to be held at the Annual District Convention, or as soon after as possible, and the second about six months later.

3. **Duties.** At the second meeting all vacancies in District offices should be filled. The District President should outline as far as possible the plans of the Association for the future (all plans to be in harmony with the County policy) that they may receive the sanction of the Committee.

4. **Visitation.** Plan to visit every Sunday School in the District, either at the Sunday session or the Workers' Conference. The purpose of such visits is to get acquainted with and encourage the workers to bring every school up to International Standard Requirements.

ARTICLE VI.—MEETINGS.

The Association shall hold an Annual Convention, at which time the officers shall be elected. The time and place will be determined by the Executive Committee. Additional Rallies or Institutes should be held.

ARTICLE VII.—AMENDMENTS.

This Constitution may be amended by a majority vote of the members present at the Annual Convention.

Chapter VI.

Conventions: District and County

Suggestions to Insure Success.

Purpose. The purpose of the Convention is to bring vision, instruction and inspiration to all the workers; to discover to themselves and others those who have ability along special lines of work, and train them for efficient service; to provide a place for the presentation of new ideas, successful methods, and plans used for the free exchange of opinions. We cannot teach the people until we reach them. Liberal advertising will prove a good investment of some of the County or District funds. The Convention is an attempt to bring to all the schools the best from each school in the Province and County, therefore a very persistent effort should be made to secure the attendance of all the workers in the County or District. This can only be achieved through proper advertising.

SUGGESTIONS.

1. **Post Card.** As soon as the time and place is determined upon, a postal card announcement should go to every Pastor and Superintendent in the County. (Suggestive copy inserted herewith.)

"Dear Superintendent: —

The.....County (or District) Sunday School Convention will be held..... at..... Please give it proper announcement from pulpit and desk. Send a delegate to represent each department of your school who can and will attend and take home a report to their respective departments. This is your opportunity to use some of your young people whom you desire to train for leadership. Programs will be sent for your teachers and officers. We want

you and your Pastor at the Convention. Come and bring him and your delegates with you. A special session of the Convention will be devoted to Administrative Officers.

Very truly yours,

.....
Secretary."

2. **Newspapers.** Prepared copy should be sent to the newspapers each week for three weeks preceding the Convention, giving items of special interest regarding the Convention, including time, place, speakers and nature of program.

3. **Window Cards** should be sent to Superintendents who will place them in public places where they will count for the most. This is an effective method of advertising and will be a warrantable expenditure of County funds.

4. **Program.** The program should be completed early and contain only names of persons who know about what they are to speak; how long, when and have promised to make preparation and be present. A liberal supply of programs should be sent each Superintendent for teachers and officers, with the request that the program be read to each department or class.

5. **Organization.** The County President should visit the Convention city or town at least three months prior to the Convention and organize a Convention Committee which should consist of a General Chairman, an Organization Secretary and the Chairman of the following sub-committees:

(a) **Reception Committee.** To meet speakers and delegates at trains and incoming conveyances, and direct them to Convention Headquarters; and act as a bureau of general information. The Committee should wear badges indicating their office, so that they may be easily recognized by the delegates.

(b) **Entertainment Committee.** To provide for and see that delegates are accompanied to

places of entertainment. The comfort of speakers should be given special care. Speakers can render more efficient service in the Convention if they are permitted to rest between sessions.

(c). **Publicity Committee.** To secure proper announcement from pulpit and desk; in newspapers; through window posters and systematic visitation of schools, at which time special features of the Convention shall be presented.

(d) **Financial Committee.** To secure necessary funds to defray the local expenses of the Convention. The full amount should be secured in advance, so as to avoid the unpleasant task of providing for any deficit after the Convention.

(e) **Music Committee.** To secure a chorus leader and pianist and provide for such music as shall be desired in connection with the Convention. A Junior Chorus should be organized and trained for at least one evening session. As a rule chorus music is more appropriate for Convention purposes than solos, duets, and quartettes. The music should be prepared with special reference to the subjects discussed.

(f) **Decoration Committee.** To provide appropriate decorations and mottoes for Convention Church, streets, public buildings, business houses, homes, parks, etc.

(g) **Exhibit Committee.** To provide suitable place, necessary tables, frames, etc., and assist in the proper arrangement of the material for exhibition.

(h) **Demonstration Committee.** To have charge of and make necessary arrangements for such Cradle Roll, Beginners, Primary, Junior and Adult Bible Class demonstrations as shall be provided for in the program; to organize and direct parades and such other demonstrations as may be held in connection with the Convention.

6. **Visitation.** The county and district officers should visit every school in the County two weeks before the Annual County Convention and ask for the privilege to announce the Convention, at the same time securing delinquent reports, contributions, etc., so that the year's business may be closed at the County Convention and settlement made in full with the Provincial Association.

7. **Promotion.** The President, Secretary and Executive Committee should see that every Officer and Divisional Superintendent is doing his share to promote the County Convention and acquaint his corresponding leaders in the District and individual school with the Aim, Scope and Results to be obtained.

8. **Precaution.** A marked copy of the program should be sent to each speaker several days before the Convention as a reminder and to avoid any misunderstanding concerning topic and time on program. Copies should also be sent to newspapers, General Secretary and all County Officers.

9. **Booster Meetings.** Plan a Booster Supper in the Convention city, or town, thirty to sixty days before the date of the Convention, to which all the Pastors, Superintendents and Teachers of the place shall be invited. Arrange for an enthusiastic presentation of the purpose and value of the County Convention with the view of securing community co-operation in promoting it.

10. **Ushers.** Ordinarily this will be taken care of in a very satisfactory manner by the regular ushers when requested to do so.

11. **Exhibit.** The Secretary should write publishers of Sunday School supplies as soon as time and place is determined upon, stating clearly that if they will send free samples of literature and supplies, it will be placed upon exhibit and cared for to the best possible advantage.

Finally Advertise, Advertise, ADVERTISE, and then MAKE GOOD.

Chapter VII.

The County Council or Efficiency Conference

I. Purpose.

The great value of the Efficiency Conference has been demonstrated too well to need any extended comment. "I don't know what to do"—has crippled many of our organizations to a distressing degree and is a commentary on the way the work has been set up.

The purpose of the Efficiency Conference is to give an opportunity for all County and District Officers to become familiar with organized work that they may know it thoroughly and in its relation to the work of the other officers. The Conference plan gives an opportunity for discussion on points not well understood and for an exchange of ideas.

II. Kinds of Conferences.

1. **Annual Provincial Conference.** The Annual Provincial Efficiency Conference will be held at such time and place as shall be determined by the Provincial Executive Committee. Some States and Provinces hold this Conference on the first day of the Annual Provincial Convention. Others prefer to hold it between Conventions and call it the Mid-Year Conference.

2. **Annual County Conference.** Annual County Efficiency Conferences will be held for single counties or for groups of counties, at such time and place as shall be determined by the officers of the Provincial Association and of the County Associations affected.

III. Who Should Attend.

1. **Provincial Officers.** Each member of the Provincial Executive Committee should attend the Efficiency Conference in his County.

(a). That he may familiarize himself with the work of the Provincial Association.

(b) That the influence of his example may be positive.

2. **County Officers.** Each worker holding an office in the County Sunday School Association should consider it a part of his duties to attend. The Conference is his Training School. This is where he may learn the "How" of his job.

3. **District Officers.** Each worker holding an office in the District Sunday School Association should plan to be present. The objective in all of this work is the local school and the one through whom contact with the local school is to be had is the District Officer. Every District Officer and Divisional Superintendent should plan to be present for the instruction he will receive and the enthusiasm their numbers will bring.

4. **Sunday School Officers.** All officers of Sunday Schools and persons in the County who are deeply interested in Sunday School work who would like to know what plans Organized Sunday School Work has for increasing Sunday School efficiency, should attend the Efficiency Conferences.

IV. SUGGESTED PROGRAM.

First Session.

1. The World's Sunday School Association.
2. The International Sunday School Association.
3. The Provincial Sunday School Association.
 - (a) Purpose.
 - (b) Interdenominational.
 - (c) The Field and Its Condition.
 - (d) Value of Organization.
 - (e) Optimistic Status of Organized Work in the Province.
4. The County Sunday School Association.
 - (a) Purpose.

- (b) County Convention.
 1. Objective, Place, Length, Program.
 2. Conference features, Preparation.
 3. Advertising, Conventions Committee, Delegates.
 4. Conserving results.
- (c) Between Convention Activities.
 1. Institutes.
 2. Efficiency Conferences.
 3. Divisional Conferences.
 4. Surveys.
 5. Go to Sunday School Day.
 6. Boys' Conference.
 7. Girls' Conference.
- (d) Finances.
 1. How provided.
 2. How disbursed.
- (e) Officers.
 1. Executive Committee Meetings.
 2. Team Work.
- (f) Who attends.
- 5. The District Sunday School Association.
 - (a) Complete Organization.
 - (b) The District Convention.
 1. Strategic.
 2. Length.
 3. Frequency.
 4. Program.
 5. Speakers.
 6. Preparation.
 7. Advertising.
 8. District Chart.
 9. Conference Features.
 - (c) Between Convention Activities.
 1. Community Training Schools.
 2. Divisional Activities.
 3. Surveys.
 4. Maps.
 5. Athletics—Inter School.
 6. Picnics.

Second Session.

- 1. The County Goal.**
- 2. Duties of Officers.**
 - (a) County.**
 - (b) District.**
- 3. Reports at Conventions.**
- 4. Expenses of Officers.**
- 5. School Visitation.**
- 6. Meeting the Workers.**
- 7. Looking Ahead.**
 - (a) The Provincial Convention.**
 - (b) The " Older Boys' Conference.**
 - (c) The " Older Girls' Conference.**
 - (d) The " Boys' Camp.**
 - (e) The " Girls' Camp.**
 - (f) The Lake Geneva Training School.**
 - (g) The Lake Geneva Camp Confer-
er 's.**



Chapter VIII.

Standards

INTERNATIONAL SCHOOL STANDARD.

- I. (5) Cradle Roll.
(5) Home Department.
- II. (5) Organized and Registered Secondary Class.
(5) Organized and Registered Adult Class.
- III. (10) Teacher Training Class.
- IV. (5) Graded Organization.
(5) Graded Instruction.
- V. (5) Missionary Instruction.
(5) Missionary Offering.
- VI. (10) Temperance Instruction.
- VII. (10) Definite Decision for Christ Urged.
- VIII. (10) Workers' Conference Regularly Held.
- IX. (10) Full Denominational Requirements.
- X. Full Association Requirements.
 - (3) Annual Report of Provincial Association.
 - (4) Delegates at Association Convention.
 - (3) Offering for Provincial Association Work.

Total, 100 Credits.

By joint action of the Sunday School Council, representing twenty-six denominations and the Executive Committee of the International Sunday School Association the above ten-point Standard is recommended for adoption by all State and Provincial Sunday School Associations. All Sunday Schools who attain and maintain this Standard are to be known as Interna-

tional Standard Schools. Our Association has adopted this Standard, and the following interpretation of the Standard is given to assist workers in measuring their schools:

EXPLANATORY NOTES ON THE STANDARD.

I. (5) Cradle Roll (5) Home Department.

1. Organized Cradle Roll of children from birth to three (never older than four) with a Superintendent and such helpers as are needed to carry on the work.

Recognition in the Sunday School by public Roll, recognition of birthdays, regular promotions and the keeping of permanent records of birthdays and parents' names and addresses.

2. A Working Home Department is composed of all persons in the community who cannot attend the Sunday School session but who have promised to study the Sunday School lesson one-half hour each week. It is necessary to have a membership roll, Home Department Superintendent and one or more visitors.

II. (5) Organized and Registered Secondary Class.

(5) Organized and Registered Adult Class.

An organized class in Both Secondary and Adult Divisions each holding a Certificate of Registration. No class can be counted until registered.

III. (10) Teacher Training Class.

Any school having a class or student studying an approved course in Teacher Training and having taken at least one examination under the direction of the Provincial Association or its Denominational Board, shall be credited with this Point.

IV. (5) Graded Organization. (5) Graded Instruction.

1. The pupils should be grouped as nearly as possible as follows: Beginners ages 4-5:

Primary, 6-8; Junior, 9-11; Intermediate, 12-14; Senior, 15-17; Young People, 18-24; Adults, 25 up.

2. Graded Lessons and annual promotion at least in the Elementary Division, ages 4-11.

NOTE.—(In schools of less than 50 pupils the minimum of organization to qualify shall be: Primary Class, 4-8; Junior, 9-11; "Teen" Age Boys, 12-17; "Teen" Age Girls, 12-17; Young People and Adults, 18 and over.)

V. (5) Missionary Instruction. (5) Missionary Offering.

1. Missionary Superintendent or Committee; Missionary program, instruction at least once a month so planned as to touch the interest of ALL ages during the year; Missionary expression by Definite Prayer, Definite Giving, Definite Service.

VI. (10) Temperance Instruction.

Observance of the special Temperance Days; faithful teaching of Temperance Lessons as they occur in the course of the lessons. A School with a Temperance Army will qualify.

VII. (10) Definite Decision for Christ Urged.

This can be done in the classes during the regular teaching period or by personal talk with individual pupils.

A good plan is for every Sunday School to observe at least one period during the year as a time of ingathering. The teachers should plan a campaign of prayer and personal work with all scholars in their classes. Appoint a day called Decision or Forward Step Day, when all who have decided for Christ may make a public confession. Denominations using Confirmation will not need to observe Decision or Forward Step Day.

VIII. (10). Workers' Conference Regularly Held.

The officers and teachers should meet once each month for (ten months), to plan, pray and counsel together with reference to the best in-

terests of the school. The Superintendent should plan a definite program at least one month in advance of the meeting. A regular quarterly meeting of workers will qualify.

IX. (10) Full Denominational Requirements.

Write your Denominational Board or to the office of the Provincial Sunday School Association for information as to your own School Standard.

See also pages 77-80 of this Manual.

X. Full Association Requirements.

1. (3) Report of school sent to Association Office.

2. (4). Delegate sent to an Association Convention.

3. (3) Offering made to Sunday School Association Work.

1. Make a report on blanks provided for that purpose annually to the Secretary of the County, or District Sunday School Association; (2) send one or more delegates to District, County or Provincial Convention; (3) Make an offering for the support of Organized Sunday School Work as represented by County, Provincial and International Sunday School Associations.

Plan of Recognition.

Sunday schools attaining any number of points of the International Standard are to receive recognition in percentages until they have attained the full ten points. The percentage of credit for each point as indicated in the Standard is given above. For instance, if a Sunday school has a Home Department and a Training Class and no other points of the Standard, it would be a fifteen per cent. Sunday School. If it attains all the points, it is a one hundred per cent. Sunday School, and is then entitled to be recognized as an International Standard Sunday School, and may receive from the Provincial Sunday School Association an International Record of Honor Certificate.

Every school desiring recognition will report to its District, County or Provincial Sunday School Association annually. If, during the year, a school has attained one or more additional points, its advanced standing will be recorded on the books of the Provincial Association, and recognized at the Convention upon the District Chart.

Schools reaching their Denominational Standard are called "Standard" Schools; those attaining the above Standard are called "International Standard Schools."

COUNTY STANDARD.

(Each Point has 10 Credits.)

1. County Organized and Annual Convention held.
2. Annual and Semi-annual County Executive Committee Meetings.
3. Complete Annual Statistical Report sent to the General Secretary at least 10 days previous to the Annual Provincial Convention.
5. Allocation Paid Semi-annually and Fully Paid by October 31st.
6. Districts Organized and Annual Conventions held.
7. County Represented Officially at Annual Provincial Convention.
8. County Represented Officially at Annual Provincial or County Efficiency Conference.
9. The Average Standing of all Sunday Schools equal to 60% of the International Standard.
10. Ten per cent. Sunday Schools reaching full International Standard.

EXPLANATORY NOTES ON THE COUNTY STANDARD.

I. County Organized and Convention Held.

The General Secretary is responsible for the first part of this point. The County President

(Omitted above, Point 4, County Standard)

4. Written Reports from at least five officials at Annual County Convention.

is responsible for the second part. It is the policy of the Provincial Association to use the "Tour Plan" for County Conventions as it saves time and money. It would be helpful if every County accepted a permanent date for its Annual County Convention.

II. Annual and Semi-Annual County Executive Committee Meetings.

The County President is responsible for this point. No County can do effective service unless the Officers get together and definitely plan the work. One of these meetings should, if possible, be held at the close of the Annual County Convention to plan for the work of the year. The other should be held early in the year. Suggestive programs for these two meetings can be obtained from the General Secretary.

III. Annual Statistical Report sent to General Secretary at Least Ten Days Previous to the Annual Provincial Convention.

Set the goal to get a report of every Sunday School in the County two weeks prior to the Annual County Convention.

The County Secretary is responsible for this point. He should use the Secretaries of the Districts of his County. If these fail or the Districts are not organized it is possible to find a worker in the District who will be willing to help the County Secretary get the reports. Do not depend on District Secretaries who do not co-operate. In this case go direct to the Schools.

IV. Written Reports from at Least Five Officials at Annual County Convention.

Every County Officer and Divisional Superintendent must plan to make a complete report of his work, written on a blank furnished by the General Secretary, and read it at the Annual Convention. Be sure to get the report blanks at the beginning of the year.

V. Allocation Paid Semi-Annually and Fully Paid October 31st.

The County Treasurer is responsible for this point. The County Executive Committee or Business Committee should decide on the budget. Apportion to each District a definite amount of this budget. Get the District Executive Committee to accept its apportionment. Place the responsibility of raising the apportionment on the District Treasurer. Help him in every possible way. Secure a pledge from every affiliating school. The County Treasurer ought to make a list of prospective contributors and ask a few friends to help him see these people personally. Many are willing to pay annually from one to five dollars if only asked to do so. Plan to pay the Provincial Apportionment in full at the Annual County Convention. One half of the apportionment must be paid six months prior to the Provincial Convention.

VI. Districts Organized and Annual Conventions Held.

The County Vice-Presidents are responsible for this Point. Read carefully the duties of the District President found elsewhere in this Manual.

VII. County Represented at Provincial Convention.

The County President is responsible for this point. The official delegates to represent the County at the Provincial Convention are chosen at the Annual County Convention.

VIII. County Represented at Annual Provincial or County Efficiency Conference.

The County President is responsible for this point. Efficiency Conferences will be held each year for instruction of Divisional Superintendents and District and County Officers. Counties may combine and be arranged in groups for such conferences so that distance traveled will be reduced to a minimum. Every Divisional Superintendent, County and District Officer should attend one of these Conferences.

IX. The Average Standing of all Sunday Schools Equals 60 Per Cent. of the International School Standard.

Every County Officer and Divisional Superintendent is equally responsible for this Point. Each school can have 100 points credit on the School Standard. The total number of points of the School Standard that all the schools have made are added and the sum total divided by the number of schools in the County will give the average standing of the schools. This average must not be less than 60 per cent. in order to win Point Nine of the County Standard.

X. 10% International Standard Schools.

Every County Officer and Divisional Superintendent is equally responsible for this point. Ten per cent. of the Sunday Schools in the County must have all points of the International School Standard.

DISTRICT STANDARD.

Note:—In P. E. I. District Standard use "Provincial" in place of "County."

- 1. District Organized and Annual Convention Held.**
- 2. Annual and Semi-annual District Executive Committee Meetings.**
- 3. Complete Annual Statistical Report sent to the County Secretary at least 10 days before Annual County Convention.**
- 4. Written Reports from at Least Five Officials at the Annual District Convention.**
- 5. Allocation Paid in Full at the Time of the County Convention.**
- 6. Every Sunday School in the District Visited Annually by an Association Official.**
- 7. District Represented Officially at the Annual County Convention.**
- 8. District Represented Officially at the Semi-annual County Executive Meeting.**

9. The Average Standing of all Sunday Schools Equal to 60% of the International Standard.

10. Ten Per Cent. Sunday Schools Reaching Full International Standard.

NOTE.—The points of the County and District Standard are similar except six and eight.

.Point VI. The District President is responsible for this point of the Standard. The second Sunday preceding the Annual County Convention should be set apart as "County Sunday School Visitation Day." Each District President is to secure County or District Association Officers to visit the schools in his District. Instructions and report blanks will be furnished each visitor. (See duties of County and District Presidents.)

Point VIII. The District President as County Vice-President should attend the Semi-annual County Executive Committee Meetings. If impossible for him to attend he should delegate a member of the District Executive Committee to represent him.

Point X. Districts having less than 10 Schools must have one school up to Standard.

DENOMINATIONAL STANDARDS.

Presbyterian, Canada.

1. The Sabbath School open all the year.
2. A Cradle Roll.
3. A Home Department.
4. An Organized Bible Class.
5. A Teacher Training Class.
6. A Communicant's Class at stated periods
7. Graded Instruction. (The Uniform Lessons with Supplemental Work, or Graded Lessons.)
8. Use of Our Own Lesson Helps and Illustrated Papers.
9. Missionary Instruction and Offering.
10. Offering for Children's Day Fund.

Methodist, Canada.

1. Regular Disciplinary Meetings of the Board.
2. Organized Cradle Roll.
3. Secondary and Adult Bible Classes organized and registered.
4. Home Department.
5. Graded School with Uniform and Supplementary Lessons, or Graded Lessons.
6. Teacher Training Class.
7. Systematic Evangelism.
8. Systematic Missionary Instruction and Giving.
9. Regular Temperance Instruction and Pledge-signing.
10. Rally Day and Disciplinary Offering for the General Sunday School Fund as set forth in the Discipline.

Disciples of Christ.

1. Cradle Roll and Home Department.
2. Organized Class in both Secondary and Adult Divisions.
3. Teacher Training.
4. Graded Organization and Instruction.
5. Missionary Instruction and Offerings. (State American, Foreign and Benevolence.)
6. Temperance Instruction.
7. Definite Decision for Christ Urged.
8. Workers' Conference Regularly Held.
9. Workers' Library in Use.
10. Representation in Convention, Institute, or School of Methods.

Church of England, Canada.

1. A Font Roll.
2. A Home Department.
3. A separate room or place screened off for Primary Department.
4. The School Graded. (Primary, Main

- School, Bible Class.)..
5. Systematic Giving to Missions.
 6. An organized Adult Bible Class or Classes.
 7. A Teacher Training Class, pursuing the course set by the Sunday School Commission, or some Teachers reading and studying privately.
 8. A Teachers' Preparation Class.
 9. Some scholars having either taken examination of the Commission or proceeding thereto.
 10. All the year sessions of the School.
 11. An Offering taken on Children's Day for the work of the Sunday School Commission.
 12. Using the Lessons recommended by the Commission.
 13. Definite Systematic Effort being made to lead the Children to Confirmation.
 14. Properly kept records and the Annual Report sent in to proper authorities.

Maritime United Baptist.

1. Extension—

- (1) Cradle Roll.
- (2) Home Department.
- (3) New Members' canvass.

2. Membership—

- (1) Average Attendance equalling sixty per cent. of Enrolment.
- (2) Enrolment equal to resident church membership.
- (3) Reports annually filed with Sunday School Director or other Denominational Officer.

3. Grading—

- (1) International Standard.
- (2) Graded Lessons.
- (3) Annual Promotions.

4. Evangelism—

Definite Instruction, and Invitation to Pupils to accept Christ as Saviour.

5. Organized Classes—

- (1) Adult Classes.
- (2) Secondary Division Classes.
- (3) Certificates of Recognition.

6. Teacher Training—

- (1) Class at School Session or Class of present Teachers at some other time.
- (2) Correspondence-study Students or representatives at Summer Assembly or Training Institute.

7. Workers' Conferences—

- (1) Officers and Teachers' Meeting held regularly.

8. Special Instruction—

- (1) Missionary Teaching from the Platform and in Class.
- (2) Temperance Instruction at least quarterly.

9. Finance—

- (1) Offering for Current Expenses weekly.
- (2) Regular Offering for Missions.
- (3) An Annual Offering to Denominational Sunday School work.

10. Special Days—

- (1) Children's Day.
- (2) Rally Day.

Chapter IX.

Officers' Report Forms.

(Note:—Send to the General Secretary for two copies of these blanks 8½x11 inches. Fill out both. Keep one on file for reference and send the other to the General Secretary.)

County President's Report.

At the Annual.....County
Sunday School Convention held at.....
for the year ending.....191....

1. Our County had.....delegates at the last
Provincial Convention andDele-
gates at the Efficiency Conferences.
2. Our County has.....International Stand-
ard Schools.
3. Our County has attained.....points of the
County Standard.
4. During the year we have held.....County
Executive Committee meetings with an
average attendance of.....members.
5. Have attended.....District Conventions,
Rallies or other meetings and.....Dis-
trict Executive Committee meetings.
6. I have written in the interest of the work
.....letters and Post Cards, sent out
.....Circular Letters, made
addresses, travelled.....miles and read
the following books on Sunday School
work:
.....
7. The best things accomplished by our Coun-
ty Association during the past year are
in my judgment the following:
.....
8. The greatest needs of our County for next
year are:
.....

(For further remarks in connection with the
work use the back of this form.)

(Signed)

Date..... County President.

County Vice-President's Report.

At the AnnualCounty
Convention held atfor
the year ending.....191....
President of.....District.

1. Number of Schools in the District.....
Number represented at Convention, Ral-
lies, etc., during the year.....
Total number S. S. workers present at all
metings was
2. Our Association Officers visited.....
Schools of the District.
3. Our District was represented at.....meet-
ings of the County Executive.
4. The average standing of the Schools of the
District, measured by the International
School Standard is.....per cent.
The number of Schools reaching Interna-
tional Standard is.....
Our District has reached.....points of the
District Standard.
5. The standing of each School in the District
was shown on the District Chart at our
Annual District Convention.
6. We held during the year.....District Ex-
ecutive meetings.
7. I have written, in the interest of the work
.....letters and post cards; sent out
.....circular letters, made.....ad-
dresses, traveled.....miles and read
the following books on Sunday School
work:

.....
(Signed)
County Vice-President.
District President.

Date.....

County Secretary's Report.

At the Annual.....County
 Sunday School Convention held at.....
 for the year ending.....191...

1. Number of Districts in the County.....
 Number reporting District Conventions.....

2. Have sent the Annual Statistical Report to
 the General Secretary reporting.....
 Schools out of.....in the County.

3. Statistical Reports were received from Dis-
 tricts Secretaries show:

| District. | No. Schools. | No. Reporting. |
|-----------|--------------|----------------|
| | | |
| | | |

4. Have attended.....County Executive
 meetings and.....District Conven-
 tions, Rallies or other meetings.

5. Have written.....letters and post cards,
 sent out.....circular letters, made
addresses, travelled.....
 miles and read the following books on
 Sunday School work:

.....

6. (Conclude report by giving the Summary,
 or Total at the foot of your Statistical
 form.)

(Signed)
 County Secretary.

Date.....

County Treasurer's Report.

Of the Annual.....County
 Sunday School Convention held at.....
 for the year ending.....191....

1. Have attended.....County Executive
 Committee meetings and.....District
 Conventions, Rallies, etc.
2. Have written.....letters in the interest
 of the work, made.....addresses, tra-
 velled.....miles and read the following
 books on Sunday School work:

3. Number of Schools in the County is.....
 Number making an offering for Association
 work.....
4. The total amount allocated to the Districts
 and the amounts received from each is
 as follows:

| Name of District. | Allocation. | Amt. Paid. |
|-------------------|-------------|------------|
| | \$..... | \$..... |
| | | |

5. Receipts for the year as follows:

| | |
|--------------------------------|---------|
| Balance on hand.....191.... | \$..... |
| Received from Dist. Treasurers | \$..... |
| Received from Sunday Schools | \$..... |
| Received from personal sub'ns | \$..... |
| Offerings at Convention..... | \$..... |
| Collections by the Gen. Sec'y. | \$..... |
| Miscellaneous | \$..... |
| Total Receipts | \$..... |

Disbursements for the Year:

| | |
|--|---------|
| Printing, Stationary, Etc..... | \$..... |
| Expenses of County Officers, Postage, Etc. | \$..... |
| Convention Talent | \$..... |
| Allocation paid to Prov. Assn. | \$..... |
| Miscellaneous | \$..... |
| Total Paid Out..... | \$..... |
| Balance on Hand..... | \$..... |

(Signed)

County Treasurer.

Date.....

County Elementary Superintendent's Report

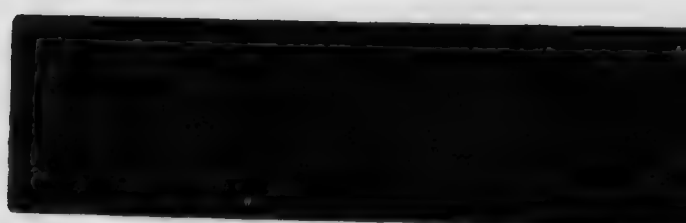
At the Annual.....County Sunday
School Convention held at.....for
the year ending.....191....

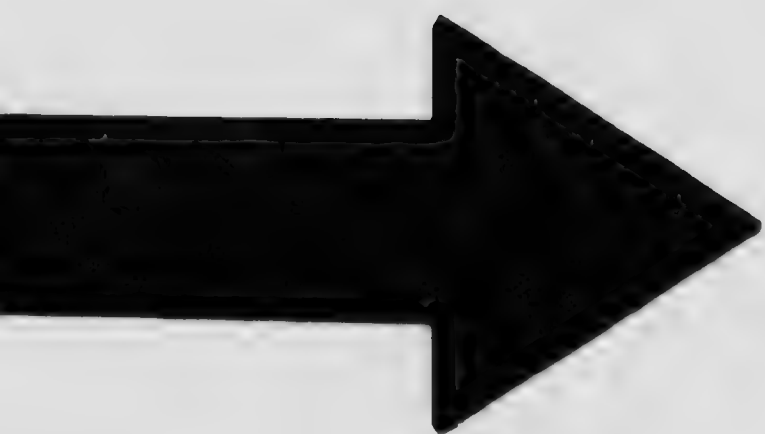
A—STATISTICS.

1. No Schools in the County?
2. No pupils under 12 years?
3. No Teachers of same?
4. No Cradle Rolls?
5. Total Cradle Roll Membership?
6. Number Schools having separate rooms
for Beginners?..... Primary?.....
Junior?.....
7. Number of Schools using New Graded
Lessons For Beginners?.....
Primary?..... Junior?

B—WORK DONE BY COUNTY ELEMENTARY SUPERINTENDENT.

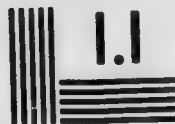
1. No Schools visited..... Personal in-
terviews..... Letters written.....
Telephone calls..... Meetings ad-
dressed.
2. Expenses for postage, etc. \$.....
3. There are.....District Elementary
Supts., and.....meetings were held
with these.
4. Have attended.....District meetings;
made.....addresses.
5. How many Elementary Teachers are
Students or Graduates of a Teacher
Training Course?..... How many re-
port reading at least one Book on Ele-
mentary Specialization?.....
6. What phases of Elementary Work have
advanced most during the year and why?
(Write your answer on the back of this
blank.)





MICROCOPY RESOLUTION TEST CHART

(ANSI and ISO TEST CHART No. 2)



5.0

5.6

6.3

7.1

8.0

9.0

10

11

12.5

14

16

18

20

22.5

25

28

31.5

36

40

45

50

56

63

71

80

90

100



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(716) 482 - 0300 - Phone
(716) 288 - 5989 - Fax

C.—ELEMENTARY WORK AT THE COUNTY CONVENTION.

1. Did you have an exhibit of Elementary helps and handwork?.....
2. Was wall chart displayed showing the condition of Elementary Work in the County?.....
3. Was there an Elementary Conference held?..... How many attended?.....
4. Who was elected as Elementary Supt. for the coming year?

(Signed)

County Elementary Supt.

Date.....

County Secondary Superintendent's Report.

For the Annual.....County Convention held at.....for the year ending.....19....

1. Number of Schools in the County.....
2. No. of Schools having at least one Registered "Teen" Age Class.....
3. Total No. Registered "Teen" Age Classes in the County.....
No. Organized Classes not registered.....
4. Have attended.....District Conventions,County Executive Committee meetings, and.....meetings with District Secondary Superintendents.
5. Have written.....letters and post cards; sent out.....pieces of literature on "Teen" Age work; made.....addresses; travelled.....miles and read the following Books on Sunday School work:
.....
.....

(Signed)

County Secondary Supt.

Date.....

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County Adult Superintendent's Report.

For the Annual.....County Sunday
School Convention held at.....for
the year ending.....19....

1. No. Schools in the County.....
2. No. Schools having at least one Registered
Organized Adult Bible Class.....
3. Total No. Registered Adult Classes in the
County.....
No. Men's Classes.....Women's Classes
.....Mixed Classes.....
No. Organized Classes not Registered.....
No. Adult Classes not Organized.....
No. Parent Training Classes
4. No. of Schools reporting a Home Depart-
ment.....with a total of.....members.
5. No. Branches of the I. B. R. A.....with
.....readers.
6. Have attended.....District Conventions,
and.....County Executive meetings
and.....meetings with the District
Adult Superintendents.
7. Have written.....letters and post cards;
sent out.....pieces of literature on
Adult Dept. Work; made.....addresses;
travelled.....miles, and read the fol-
lowing Books on Sunday School work:

.....
.....

(Signed)
County Adult Supt.

Date.....

County Educational Superintendent's Report.

Of the Annual.....County
Sunday School Association held at.....
for the year ending.....191.....

1. Number of Sunday Schools in the County is.....
2. No. Schools having a Teacher Training Class.....; Membership
No graduates of Training Classes.....
3. No. Schools using the New Graded Lessons in one or more Dept.....
4. No. Schools having Missionary Supt. or Committee.....
No. Schools giving Missionary Instruction; taking Missionary offerings.....; amount raised for Missions \$.....
5. No. Schools giving definite Temperance Instruction.....
No. of pupils pledged against Intemperance
No. members New Brunswick Temperance Army.....
6. Held.....Conferences with the County Education Committee (i.e., the District Education Superintendents)
7. Have presented the Educational work atConventions, Rallies or other meetings, and.....Workers meetings.
8. Have written.....letters and post cards; sent out.....circular letters and educational leaflets; made.....addresses; travelled.....miles, and read the following Books on Sunday School work:
.....
.....

(Signed).....

County Education Supt.

Date.....

Report.
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County Administrative Superintendent's Report

At the Annual.....County Sun-
day School Convention held at.....for
the year ending.....19....

1. No. Schools in the County.....
2. Decision, Forward Step or Confirmation
was observed in.....Schools and.....
Pupils have united with the Church dur-
ing the year.
Total Church Members enrolled in the
Sunday Schools of the County is.....
3. Workers' Meetings are held in.....Sun-
day Schools regularly.
4.Sunday Schools have attained the
International Standard.
5. Have attended.....District Conventions
and.....County Executive Committee
Meetings;Conferences with Past-
ors and S. S. Superintendents and.....
meetings of District Administrative Su-
perintendents.
6. Have written.....letters and post cards;
sent out.....pieces of printed matter;
made.....addresses; travelled.....
miles and read the following books on
Sunday School work:

.....

(Signed).....
County Administrative Supt.

Date.....

(Fill two of these blanks; keep one on file and
send one to the General Secretary.)

Chapter X.

A Sunday School Workers' Library

The S. S. Library of the future is not a collection of books for boys and girls, but a **working library** of choice books for officers and teachers of every department of the school. The Educational Superintendent should be the chairman of the library committee.

Every Sunday School, no matter how small, should have a Workers' Library for its teachers, officers and departmental superintendents. Buy a few books for each department of the school each year. Have every officer and teacher read at least one of these books each year. Plan for a book review at each monthly workers' meeting.

General List. Send the order for books to your own denominational publishing house.

New Standard Teacher Training Course,
4 vols.—Wigle, Barclay and Robertson, each\$.20

Pastors and Superintendents.

| | |
|--|---------|
| The Encyclopedia of Sunday Schools, 3 vols. | \$15.00 |
| The S. S. Building and Its Equipment—Evans | 1.00 |
| Pastoral Leadership of S. S. Forces—Schauffler | .50 |
| The Church School—Athearn | 1.00 |
| The Modern S. S. in Principle and Practice—Cope | 1.00 |
| The Graded S. S. in Principle and Practice—Meyer | .75 |
| The Sunday School and the Home—Brown | .25 |
| The Sunday School at Work—Faris | 1.25 |
| The Superintendent and His Work—Brown | .50 |
| The Pastor and the Sunday School—Hatcher | .50 |

| | |
|---|------|
| The S. S. Secretary and his Assistants— McKinney | 10 |
| The S. S. Secretary—McEntire | 1.25 |
| The Sunday School and the Pastor—Faris | .25 |
| Special Days in the Sunday School—Law- rence | 1.25 |
| School and College Credit for Outside Bible Study—Wood | 1.25 |
| Manual for Sunday School Workers' Con- ferences—Staebler | 1.25 |
| How to Conduct the S. S. (Revised)—Law- rence | 1.25 |
| Efficiency in the Sunday School—Cope.... | 1.00 |
| S. S. Officers' Manual—Brown | .50 |
| Worship in the Sunday School—Hart- shorne | 1.25 |
| How to Run a Little Sunday School—Fer- guson | .75 |
| The Coming School of the Church—Chal- mers | .25 |
| Making the Old S. S. New—Miller | .50 |
| The Present Day Sunday School—Rur- roughs | 1.00 |

Additional for Rural Superintendents and Pastors.

| | |
|--|--------|
| The Rural S. S. and the Teens—Alexan- der | \$.50 |
| The Village and Country Sunday School Fox | .25 |
| Solving the Country Church Problem— Bricker | 1.25 |
| The Challenge of the Country—Fiske..... | .75 |
| The Rural Church Movement—Earp..... | .75 |
| The Church of the Open Country—Wil- son | .60 |
| The Country Town Sunday School—Ed- wards | .75 |

The Pupil and Child Study.

| | |
|---|--------|
| Fireside Childhood Study—DuBois | \$.75 |
| Children's Ways—Sully | 1.25 |
| The Natural Way in Moral Training—Du- Bois | 1.25 |

| | |
|--|------|
| A Study of Child Nature—Harrison..... | 1.00 |
| The Boys of the Streets—Stelzle | .50 |
| Children's Rights—Wiggin | 1.00 |
| Child Nature and Child Nurture—St. John | .75 |
| Una Mary | 1.25 |
| The Moral Condition and Development of the Child — Wright | .75 |
| The Unfolding Life—Lamoreaux | .50 |
| Misunderstood Children—Harrison | 1.25 |
| The Training of Children in Religion— Hodges | 1.50 |
| The Religious Development of the Child —Weaver | 1.25 |
| The Child's Religious Life—Moons | .75 |
| The Teacher and the Child—Mark | .75 |
| The Child and His Religion—Dawson | .75 |
| The Dawn of Character—Mumford | 1.25 |
| As the Twig is Bent—Chenery | 1.00 |
| The Study of a Child—Taylor | 1. |
| The Child—Tanner | 1.25 |
| Love and Law in Child Training—Poul- son | 1.00 |
| The Psychology of Religion—Coe | 1.00 |
| The Psychology of the Christian Soul— Steven | 1.50 |
| The Psychology of Religious Experience —Ames | 2.50 |
| The Psychology of Child Development— King | 1.25 |
| Mind in the Making—Swift | 1.00 |
| A Social Theory of Religious Education— Coe | 1.50 |

The Teacher.

| | |
|--|--------|
| The Efficient Life—Gulick | \$1.20 |
| Devotional Life of the S. S. Teacher—Mil- ler | .50 |
| Learning to Teach with the Master Teach- er—Marquis | .35 |
| The Teacher's Candlestick—Slattery..... | .35 |
| Living Teachers—Slattery | .35 |
| The Seed, the Soil and the Sower—Slat- tery | .35 |
| Seven Laws of Teaching—Gregory..... | .50 |

| | | |
|------|---|------|
| 1.00 | Talks With the Training Class—Slattery... | .50 |
| .50 | The Point of Contact in Teaching—Du- | |
| 1.00 | Bols | .75 |
| .75 | The Training of S. S. Officers and Teach- | |
| 1.25 | ers—McElfresh | .75 |
| | How to Plan a Lesson—Brown | .50 |
| .75 | The Pupil and the Teacher—Weigle..... | .50 |
| .50 | The Making of a Teacher—Brumbaugh.... | 1.00 |
| 1.25 | Practical Pedagogy in the S. S.—McKin- | |
| | ney | .50 |
| 1.50 | The Vocational Guidance of Youth—Blom- | |
| | field | .60 |
| 1.25 | Handwork in Religious Education—War- | |
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Elementary Division.

Study the books recommended for Teachers.

Cradle Roll and Beginners.

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| 1.00 | Object Lessons for the Cradle Roll—Dan- | |
| 1.00 | ielson | \$1.00 |
| | The Cradle Roll Dept.—Sudlow | .40 |
| 1.50 | The Beginners' Dept. —Wray..... | .50 |
| | The Elementary Worker and His Work— | |
| 2.50 | Jacobs-L..... | .50 |
| | The Elementary Division—Bryner | .50 |
| 1.25 | Teachers of Danielson | .75 |
| 1.00 | How to Tell Stories to Children—Bryant.. | 1.00 |
| | Stories and Story Telling—St. John..... | .50 |
| 1.50 | Object Lessons for Little Children—Dan- | |
| | ielson | 1.00 |
| \$1.20 | | |

Primary.

| | | |
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| .50 | All About the Primary—Sudlow | \$.50 |
| | Primary Programs—Thomas | .50 |
| .35 | The Lord's Prayer for Children—Lawson. | .50 |
| .35 | Primary Manual—Graded Lessons—Thom- | |
| .35 | as | .50 |
| | The Shepherd Psalm for Children—Bald- | |
| .35 | win | .35 |
| .50 | The Primary Teacher—Van Marten | 50 |

Junior.

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| The Junior Worker and His Work—Robinson | \$.50 |
| All About the Junior—Sudlow | .50 |
| Our Boys and Girls—Kennedy | .75 |
| Junior Manual—Graded Lessons—Baldwin | .50 |
| The Juniors—How to Teach and Train Them—Baldwin | .45 |
| Good Times With the Juniors—Faris | .50 |
| The Boys' Life of Christ—Forbush..... | 1.00 |

Secondary Division—Intermediate.

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| The Intermediate Worker and His Work—Lewis | \$.50 |
| The Secondary Division of the S. S., Organized for Service—Alexander | .50 |
| Girlhood and Character—Maxcey | 1.50 |
| Boy Life and Self-Government—Fiske..... | .75 |
| The Sunday School and the Teens—Alexander | 1.00 |
| The Boy and the Sunday School—Alexander | 1.00 |
| The Boy and the Church—Foster | .75 |
| The Boy and His Gang—Puffer..... | 1.00 |
| Boys' Self-Governing Clubs—Buck | .50 |
| A Boys' Religion—Hughes | .50 |
| Winning the Boy—Merrill | .75 |
| The Girl and Her Religion—Slattery..... | 1.00 |
| Boy Training—Alexander | 1.00 |
| Brothering the Boy—Rafferty | .50 |
| Leaders of Girls—Espey | .75 |

Senior.

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| The Senior Worker and His Work—Lewis.. | \$.50 |
| The Girl in Her Teens—Slattery | .50 |
| Our Boy—Bartow | .75 |
| Problems of Boyhood—Johnston..... | 1.00 |
| The Quest of the Best—Hyde | 1.00 |
| A Girl's Book of Prayer—Slattery | .60 |
| The Girl and the Sunday School—Alexander | 1.00 |
| Life Problems of High School Boys—Jenks | .40 |

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| Young People's Problems — Forbush..... | .50 |
| Just Over the Hill—Slattery | .75 |
| The Charm of the Impossible—Slattery.. | .35 |
| Training the Boy—McKeever..... | 1.50 |
| Training the Girl—McKeever..... | 1.50 |
| Adolescence—Slaughter | .75 |

Adult Division.

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| The Adult Worker and His Work—Bar- clay | \$.50 |
| The Passion for Men—Hallenbeck | .40 |
| The Spiritual Life of the S. S.—Chapman | .35 |
| Individual Work for Individuals—Trum- bull | .50 |
| Studies for Personal Workers—Johnston | .50 |
| The Adult Bible Class—Pearce | .25 |
| The Ideal Adult Bible Class—Wells..... | .50 |
| Fishin' for Men—Clark | 1.00 |
| The Teaching of Bible Classes—See..... | .75 |
| Adult Class Study—Wood | .75 |
| Adult Bible Classes—Wood-Hall | .25 |
| The Manhood of the Master—Fosdick..... | .50 |
| How to Build up an Adult Bible Class— Moninger | .25 |
| 101 Things for Adult Bible Classes to Do—Moninger | .25 |
| The Efficient Layman—Cope | 1.00 |
| The Religion of a Mature Mind—Coe..... | 1.00 |
| The Church a Community Force—Tippy.. | .50 |

Home Department.

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| The Home Department of Today—Steb- bins | \$.25 |
| Home Classes and Home Department— —Hazard | .50 |
| The Sunday School and the Home—Brown | .25 |
| The School in the Home—Berle..... | 1.00 |
| Religious Education in the Family—Cope. | 1.25 |

Evangelism.

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| A Passion for Souls—Jowett | \$.50 |
| The Child for Christ—McKinney | .50 |
| The Spiritual Life—Coe | 1.00 |
| Twice-Born Men—Begbie | .50 |

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| Souls in Action—Begbie | .50 |
| Other Sheep—Begbie | 1.25 |
| The Psychology of Religion—Starbuck.. | 1.50 |
| Winning Men to Christ—Burroughs..... | .50 |
| Taking Men Alive—Trumbull | .60 |
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| The Secret of Soul-Winning—Shaw | .50 |
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| Letters on Evangelism—Hughes | .25 |
| The Art of Soul Winning—Mahood | .25 |
| Evangelism Through Bible Study—Good- man | .25 |
| The Way to Win—Fisher..... | .50 |
| Method in Soul-Winning—Mable..... | .75 |

Social Service.

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| Graded Social Service for the S. S.—Hut- chins | \$.75 |
| Social Task of Christianity—Batten | .60 |
| The Country Church and the Rural Prob- lems — Butterfield | 1.00 |
| The Church of the Open Country—Wilson | .60 |
| Country Life and the Country School— Carney | 1.25 |
| The Home as the School for Social Liv- ing (Paper)—Cope | .10 |
| The Church and the Labor Movement —Stelzle | .10 |
| Community Studies for Cities—Wilson..... | .35 |
| Community Studies for Country Districts Taft | .35 |
| The Making of a Country Parish—Mills.. | .50 |
| The Social Creed of the Churches—Ward. | .50 |
| The Social Teaching of the Bible—Keeble. | 1.00 |
| Jesus Christ and the Social Question— Peabody | .50 |

Missions.

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| Missions in the Sunday School—Hixson.... | \$.60 |
| Manual of Missionary Methods for S. S. Workers—Trull | 1.00 |
| Five Missionary Minutes — Trull | .50 |
| Graded Missionary Education in the Sun- day School—Frederica Beard | .75 |

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| Strategic Points in the World's Conquest Mott | 1.00 |
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Temperance.

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| Alcohol—Williams | 1.50 |
| The Sunday School and Temperance—Ste- vens | .50 |
| Alcohol and the Human Body—Horsley- Sturgis | .50 |
| The Body at Work—Jewett | .50 |
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| The Liquor Problem—Richardson | .50 |
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| Drink and Be Sober—Thompson | 1.00 |

Purity and Sex.

(For Parents and Teachers.)

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| The Parents' Guide to Sex Problems— Randall | 1.00 |
| Four Epochs of Life—Mannix | 1.50 |
| Teaching Truths—Wood-Allen-Chapman | .50 |
| How Shall I Tell My Child—Wood-Allen- Chapman | .25 |
| Blossom Babies—Chadwick | .75 |
| A Song of Life—Morley | 1.25 |
| The Renewal of Life—Morley | 1.25 |
| From Youth to Manhood—Hall | .50 |





